

PARALEGAL STUDIES

ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

Contact Hours Required = 1060

This program prepares the student for a career utilizing knowledge of legal office procedures, delivery of legal services, and legal research and writing. The program provides training in professional skills, general education, technical competencies, and research experience needed by students entering the paralegal field.

Upon successful completion of this program, students should be able to

- conduct client interviews and maintain contact with clients;
- conduct legal research and prepare legal documents using critical thinking;
- draft correspondence, pleadings, and other legal documents;
- assist in preparation of interrogatories and other documents related to litigation;
- assist an attorney in execution of wills, real estate closings, depositions, and preparation for court attendance;
- use computer technology in a legal environment;
- develop skills in selected general education curriculum, including communication and problem solving; and
- coordinate a successful job search.

		Lecture Hours	Lab Hours	Externship Hours	Total Hours	Quarter Credit Hours
FOUNDATION:						
EDU 1010	Learning Framework	40	0	0	40	4
EDU 1020	Career Exploration/Planning	40	0	0	40	4
AREA OF CONCENTRATION:						
AOM 1010	Keyboarding	20	40	0	60	4
AOM 1100	Word Processing	20	40	0	60	4
AOM 1200	Spreadsheets	20	40	0	60	4
LGA 1020	The American Legal System	40	0	0	40	4
LGA 1110	Legal Research and Writing I	20	40	0	60	4
LGA 1600	Technology Application in the Law Office	20	40	0	60	4
LGA 1800	Criminal Law	40	0	0	40	4
LGA 2120	Wills, Trusts, and Estate Administration	40	0	0	40	4
LGA 2140	Family Law	40	0	0	40	4
LGA 2250	Civil Litigation	40	0	0	40	4
LGA 2260	Bankruptcy Law	40	0	0	40	4
LGA 2500	Paralegal Certification Exam Review	40	0	0	40	4
LGA 2520	Real Estate Law	40	0	0	40	4
LGA 2800	Administrative Law	40	0	0	40	4
AREA OF CONCENTRATION ELECTIVES:						
A minimum of 8 credit hours are to be selected in consultation with the Program Director from approved legal studies courses completed at Virginia College or transferred from another accredited institution.						
Area of Concentration Electives		80	0	0	80	8
GENERAL EDUCATION:						
These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 quarter hours as indicated below:						
Communications		120	0	0	120	12
Humanities and Fine Arts		40	0	0	40	4
Mathematics		40	0	0	40	4
Social and Behavioral Sciences		40	0	0	40	4
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED		860	200	0	1060	96