

# PARALEGAL STUDIES

## ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

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.

### FOUNDATION:

	Quarter Credit Hours
EDU 1010 Learning Framework .....	4
EDU 1020 Career Exploration/Planning .....	4
<b>Total Minimum Required Foundation Credits .....</b>	<b>8</b>

### AREA OF CONCENTRATION:

AOM 1010 Keyboarding .....	4
AOM 1100 Word Processing .....	4
AOM 1200 Spreadsheets.....	4
LGA 1020 The American Legal System .....	4
LGA 1110 Legal Research and Writing I.....	4
LGA 1600 Technology Application in the Law Office.....	4
LGA 1800 Criminal Law.....	4
LGA 2120 Wills, Trusts, and Estate Administration .....	4
LGA 2140 Family Law .....	4
LGA 2250 Civil Litigation.....	4
LGA 2260 Bankruptcy Law .....	4
LGA 2500 Paralegal Certification Exam Review .....	4
LGA 2520 Real Estate Law.....	4
LGA 2800 Administrative Law.....	4
<b>Total Minimum Required Area of Concentration Credits .....</b>	<b>56</b>

### 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.

<b>Total Minimum Area of Concentration Elective Credits .....</b>	<b>8</b>
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### 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 credit hours as indicated below:

Communications.....	12
Humanities and Fine Arts .....	4
Mathematics.....	4
Social and Behavioral Sciences.....	4
<b>Total Minimum Required General Education Credits .....</b>	<b>24</b>

<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....</b>	<b>96</b>
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