

**PARALEGAL STUDIES \***  
**BACHELOR OF SCIENCE**  
 Quarter Credit Hours Required = 188

**Online  
 Delivery  
 Only**

The Bachelor of Science degree in Paralegal Studies is designed to provide a multidimensional framework in the legal field that will allow students to select from a wide range of employment opportunities upon completion. The curriculum includes course work in civil, criminal, administrative, and procedural law, along with courses designed to hone computer skills for technical expertise in the 21<sup>st</sup> century law office.

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

- conduct client interviews, determine preliminary legal issues, and recommend possible actions for attorney review;
- employ critical thinking to analyze hypothetical examples, conduct legal research, and prepare legal documents based on same for a variety of legal fields;
- draft advanced legal documents;
- employ advanced computer technology, integrating common and legal specialty programs;
- employ skills in selected general education curriculum, including communication and problem solving;
- create a job search portfolio, containing samples of legal documents from the legal fields studied; and
- coordinate a successful job search.

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

<b>AREA OF CONCENTRATION:</b>	
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 2160 Legal Research and Writing II .....	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
LGA 3000 Constitutional Law.....	4
LGA 3100 Computer-Aided Legal Research (CALR) .....	4
LGA 3150 Civil and Criminal Procedure .....	4
LGA 3200 Juvenile Law .....	4
LGA 3250 Paralegal Ethics.....	4
LGA 3300 Contract Law.....	4
LGA 3350 Alternative Dispute Resolution .....	4
LGA 3400 Elder Law.....	4
LGA 3450 Medical Malpractice Law and Litigation .....	4
LGA 4000 Advanced Civil Litigation .....	4
LGA 4100 Law Office Management .....	4
LGA 4200 Advanced Administrative Law .....	4
LGA 4350 Environmental Law .....	4
LGA 4400 Evidence Management for Paralegals.....	4
LGA 4600 Labor and Employment Law.....	4
LGA 4900 Capstone: Paralegal Studies.....	4
<b>Total Minimum Area of Concentration Credits .....</b>	<b>124</b>

<b>GENERAL EDUCATION:</b>	
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 56 credit hours as indicated below. At least 12 credit hours must be 3000- and 4000-level courses.	
Communications.....	12
Humanities and Fine Arts.....	4
Mathematics.....	8
Social and Behavioral Sciences.....	8
Approved General Education Electives .....	24
<b>Total Minimum Required General Education Credits .....</b>	<b>56</b>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....**188

*\*This program is only offered through online delivery.*