



[AAS-PLG; CIP Code 220302]

### *Associate in Applied Science (A.A.S.) – Career*

The Paralegal Program provides students with specialized legal training, enabling them to gather and analyze facts relevant to disputes, perform research, assist attorneys in drafting legal documents, and prepare witnesses and evidence for presentation at proceedings. Paralegals work in several settings including law offices, corporations, government agencies, and other entities that perform specifically delegated substantive legal work. Paralegals may not practice law. They may not provide legal services directly to the public, except as permitted by law.

#### **Program Learning Outcomes**

Students who have completed the program will be able to:

- Recognize ethical issues that arise in a legal work environment and apply rules of professional conduct to resolve them:
- Apply specialized legal training to enable them to gather and analyze facts relevant to legal disputes
- Demonstrate oral and written skills, including drafting legal documents for attorney review
- Apply basic principles of legal research and analysis
- Utilize time-management skills, including prioritizing various tasks, to meet deadlines, and
- Demonstrate sensitivity through adaptability and flexibility in working with a diverse group of people

#### **Program Contact**

Lucy P. McClain, Esq., Program Coordinator  
 lmcclain@rcsj.edu

Are you ready to get  
 started at RCSJ?  
 Visit [RCSJ.edu/Enroll](https://www.rcsj.edu/enroll)  
 and complete the  
 interest form.

## *Law and Paralegal Studies, A.A.S.*

#### **FIRST YEAR – Fall Semester**

|  |            |
|--|------------|
| <input type="checkbox"/> ENG 101 English Composition I                 | 3          |
| <input type="checkbox"/> MAT ____ Mathematics elective                 | 3-4        |
| <input type="checkbox"/> CIS 102 Introduction to Computers             | 4          |
| <input type="checkbox"/> PLG 101 Introduction to Legal Studies         | 3          |
| <input type="checkbox"/> PLG 125 Business Organizations for Paralegals | 3          |
|  | <hr/> 16-7 |

#### **Spring Semester**

|   |          |
|---|----------|
| <input type="checkbox"/> ENG 102 English Composition II         | 3        |
| <input type="checkbox"/> PLG 102 Litigation and Civil Procedure | 3        |
| <input type="checkbox"/> POL 101 American Federal Government    | 3        |
| <input type="checkbox"/> CIS 120 Excel Spreadsheets             | 4        |
| <input type="checkbox"/> PLG 103 Legal Research and Writing     | 3        |
|   | <hr/> 16 |

#### **SECOND YEAR – Fall Semester**

|  |          |
|--|----------|
| <input type="checkbox"/> PLG 104 Torts                                     | 3        |
| <input type="checkbox"/> PLG 212 Paralegal Skills and Office Practices     | 3        |
| <input type="checkbox"/> PLG ____ Elective <sup>3</sup>                    | 3        |
| <input type="checkbox"/> PHY 241 Social Science General Education Elective | 4        |
|  | <hr/> 13 |

#### **Spring Semester**

|  |          |
|--|----------|
| <input type="checkbox"/> PLG 209 Legal Assistant Practicum         | 3        |
| <input type="checkbox"/> PLG 201 Criminal Law and Procedure        | 3        |
| <input type="checkbox"/> PLG 204 Technology in the Law Firm        | 3        |
| <input type="checkbox"/> PLG 205 Wills, Trusts and Estate Planning | 3        |
| <input type="checkbox"/> ____ Humanities elective <sup>4</sup>     | 3        |
|  | <hr/> 15 |

**TOTAL MINIMUM CREDITS: 60**

#### **Program Notes**

**Internship** – This Program includes a practicum (internship) of 210 hours served under the supervision of a practicing attorney, designed to provide training to reinforce concepts and practical skills learned in the classroom.

**Transfer Credit for Legal Specialty Courses** is limited to a maximum of five, 3-credit courses completed at another ABA-approved institution. Prior to acceptance of these transfer credits, a course description comparison and syllabus evaluation is made by the Program Coordinator to assure that the courses are comparable. If comparability is found, a recommendation is made to the Dean of Law and Justice for approval.

Any legal Specialty (PLG) course taken prior to ABA approval (August 1998) must be taken again to qualify for the issuance of a Paralegal Program degree or certificate.

<sup>1</sup> In order to qualify for this A.A.S. Law and Paralegal Studies Degree from RCSJ, any legal specialty (PLG) courses taken prior to ABA approval (August 1998) will not be accepted for credit and must be taken again.

<sup>3</sup> PLG Electives include: Contemporary Issues in Paralegal Studies (PLG 110)

Bankruptcy (PLG-203); Family Law (PLG-207); and Property Transactions (PLG-210)

<sup>4</sup> SPE 101 (Oral Communications) recommended