



[PLGLAAS; 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

Program Learning Outcomes

Students who have completed the program should 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
- Demonstrate sensitivity through adaptability and flexibility in working with a diverse group of people

Program Contact

Lucy McClain, Esq
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✦ 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

☐ ENGL 101 English Composition I <i>or</i> ENGL 101E Enhanced English Composition I	3
☐ MATH General Education Math Elective	3–4
☐ CISM 101 Introduction to Computers	4
☐ PARA 101 Introduction to Legal Studies	3
☐ PARA 125 Business Organizations for Paralegals	3
	16–17

Spring Semester

☐ ENGL 102 English Composition II	3
☐ PARA 102 Litigation and Civil Procedure	3
☐ POLS 101 American Federal Government	3
☐ CISM 119 Spreadsheets - Excel	4
☐ PARA 103 Legal Research & Writing	3
	16

SECOND YEAR – Fall Semester

☐ PARA 104 Torts	3
☐ PARA 212 Paralegal Skills and Office Practices	3
☐ PARA Paralegal Elective ¹	3
☐ _____ General Education Social Science Elective	3
☐ BUSN 105 Personal and Professional Branding	1
	13

Spring Semester

☐ PARA 209 Legal Assistant Practicum	3
☐ PARA 201 Criminal Law & Procedure	3
☐ PARA 204 Technology in the Law Firm	3
☐ PARA 205 Wills, Trusts, and Estate Planning	3
☐ _____ General Education Humanities Elective	3
	15

TOTAL MINIMUM CREDITS: 60

Program Notes

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

Program Electives¹

PARA 110 Contemporary Issues in Paralegal Studies
PARA 203 Bankruptcy
PARA 207 Family Law
PARA 210 Property Transactions