

# 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.

<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 1500	Paralegal Drafting .....	4
LGA 1600	Technology Application in the Law Office .....	4
LGA 1800	Criminal Law .....	4
LGA 2140	Family Law .....	4
LGA 2150	Tort Law .....	4
LGA 2160	Legal Research and Writing II .....	4
LGA 2240	Civil Litigation .....	4
LGA 2520	Real Estate Law .....	4
<b>Total Minimum Required Area of Concentration Credits .....</b>		<b>52</b>

<b>AREA OF CONCENTRATION ELECTIVES:</b>		
A minimum of 12 credit hours are to be selected in consultation with the Program Director from approved paralegal-related courses completed at Virginia College or transferred from another accredited institution.		
<b>Total Minimum Area of Concentration Elective Credits .....</b>		<b>12</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 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>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....** 96

*\*The Paralegal Studies program is also available for delivery through Virginia College Online.*