

# Paralegal Studies

The paralegal studies program gives students the opportunity to learn skills and acquire fundamental knowledge needed for employment as skilled professionals under the direct supervision of a licensed attorney. Students will study a variety of specialized areas including bankruptcy, criminal law, family law, litigation, and trusts, wills, and estate administration.

## Required Program of Study for Diploma

Course	Credits
BSAD 1400 Introduction to Paralegal Studies*	3
BSAD 1420 Family Law*	3
BSAD 1440 Estate Law and Administration*	3
BSAD 1460 Civil Law and Litigation*	3
BSAD 1500 Legal Research and Writing I*	3
BSAD 2000 Criminal Law*	3
BSAD 2600 Real Estate Law*	3
BSAD 2610 Paralegal Capstone	3
BSAD 2700 Business Law I	3
BSAD 2710 Business Law II	3
OFFT 1020 Word Processing with WordPerfect or OFFT 1090 Microsoft Word I	2-3
OFFT 1500 Microsoft Office	3
<b>Total Credit Hours</b>	<b>35-36</b>

## Suggested Program of Study for Associate of Arts Degree (2 years)

### *Freshman Year*

#### FIRST SEMESTER

Course	Credits
BSAD 1400 Introduction to Paralegal Studies*	3
BSAD 2600 Real Estate Law*	3
BSAD 2700 Business Law I	3
ENGL 1010 English Composition I	3
Mathematics**	3
	15

#### SECOND SEMESTER

Course	Credits
BSAD 1420 Family Law*	3
BSAD 1460 Civil Law and Litigation*	3
BSAD 2710 Business Law II	3
Natural Science**	4
English/Literature**	3
	16

### *Sophomore Year*

#### FIRST SEMESTER

Course	Credits
BSAD 1440 Estate Law and Administration*	3
BSAD 1500 Legal Research and Writing I*	3
BSAD 2050 Business Communications	3
HPER 1500 Lifetime Wellness	2
Oral Communication**	3
Behavioral Science**	3
	17

#### SECOND SEMESTER

Course	Credits
BSAD 2000 Criminal Law*	3
BSAD 2610 Paralegal Capstone	3
HPER Basic Sports Series**	1
OFFT 1020 Word Processing Using WordPerfect or OFFT 1090 Microsoft Word I	2-3
Fine/Performing Arts**	3
History**	3
Social Science**	3
	18-19

**To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements.**

\* At the present time, due to demand and instructor availability, these classes are taught in the evening only.

\*\*See general education requirements.