

# Bachelors Degree in Paralegal Studies

The Bachelor of Paralegal Studies will provide students with the professional opportunities to acquire skills needed to serve the legal community efficiently and ethically as a legal assistant. The Bachelor in paralegal studies degree combines both a complete academic curriculum and practical education to understand the role of the paralegal in a legal environment. The degree program curriculum will also enable students to understand legal theory and apply legal theories ethically to paralegal professional practice.

Type: Bachelor of Science

Program Length:

4 years, 120 Credit Hours

## Program Outcomes

- Develop knowledge base of law for paralegals more specifically on torts, contracts, wills and trusts, civil procedure, litigation, family law, business organizations, real estate, and criminal law.
- Teach different types of courses which enable students to gain legal knowledge, develop analytical skills, and apply the knowledge they had taught to accomplish tasks routinely performed by legal assistants or paralegals;
- Provide students with a wide-range of education in both liberal arts and paralegal studies;
- Be responsive in course offerings to the needs of paralegals and attorneys;
- Make students familiar with different types of computerized tools so that they can work efficiently and deal with law-related office issues.
- Develop the ability to plan, organize, direct, and control within a legal environment.
- Provide students with practical skills necessary to assist with the administration of a law office, including the handling of accounting and billing procedures.
- Provide students with ethical guidelines for paralegals.
- Familiarize students with the paralegal profession and the opportunities that are available to them upon completion of the program.
- Provide students with skills to utilize legal sources to conduct effective research.

# Credit Hour Breakdown

Item #	Title	Credit Hours
BUS100	Introduction to Business	3
PGL100	Introduction into Paralegal Studies	3
COMP100	Introduction to Computers	3
MATH100	College Mathematics I	3
ENG100	English 101	3
GOVT100	Insert Program Name	3
LWMG200	Law Office Management	3
LGR200	Legal Research	3
COMM100	Interpersonal Communication	3
SPCH100	Speech 101	3
SOCI100	Introduction to Sociology	3
PSY100	Introduction to Psychology	3
CRLW100	Criminal Law & Procedure	3
RELW100	Real Estate Law	3
TRT100	Torts	3
BSLW100	Business Law	3
LGAW200	Legal Analysis & Writing I	3
ADR200	Alternative Dispute Resolution	3
CONT200	Contracts	3
ETHC200	Ethics	3
DOMR200	Domestic Relations	3
WTE200	Wills, Trusts, & Estates	3
EHLW300	Environment & Health Law	3
CREG300	Corporate Regulations	3
PPLT300	Principles of Practice Litigation	3
LGAWII300	Legal Analysis and Writing II	3
CLTL300	Copyright Law & Trademark	3
IACCT300	Introduction to Accounting	3
FLW300	Family Law	3
CNLW300	Constitutional Law	3
PLDC400	Pleading and The Courts	3
STPGL400	Special Topics in Paralegal Studies	3
APPDI400	Operating System and Application Software	3
CILW400	Comparative Internal Law	3
NEGM400	Negotiation & Mediation	3
IPGL400	Internship in Paralegal Studies	3
	Core Elective (2)	6
	General Elective (2)	6
	Total credits:	120