

# PARALEGAL STUDIES, A.A.S.

The Paralegal program prepares its graduates to perform substantive legal work under the supervision of an attorney. Although paralegals cannot provide legal services directly to the public, except as permitted by law, paralegals assist attorneys in a variety of legal environments by performing tasks such as drafting legal documents, performing legal research, maintaining corporate records and minutes books, interviewing witnesses and clients, and assisting in trial preparation. There is a separate admission process requiring students to be accepted into the program after completing initial prerequisites. To apply for admission, students complete a program application and submit it to the Program Coordinator. This degree program consists of a minimum of 64 credits in program requirements, program electives and general education.

For more information about Paralegal Studies, please visit the program page (<http://www.cod.edu/paralegal/>).

## Degree Requirements

Field of Study Code: PLGL.AAS

Code	Title	Credits
<b>Program Requirements</b>		
PLGL 1100	Introduction to Paralegal Studies	3
PLGL 1150	Drafting Legal Documents	3
PLGL 1200	Civil Litigation	3
PLGL 1250	Legal Ethics/Law Office Organization	3
PLGL 1500	Introduction to Legal Research and Writing	3
PLGL 2100	Advanced Legal Research and Writing	3
PLGL 2425	Law Office Technology	3
PLGL 2500	Personal Injury, Tort and Insurance Law	3
PLGL 2600	Paralegal Practicum	3
ENGLI 1101	English Composition I	3
Select one of the following:		3-6
MATH 1218	General Education Mathematics	
MATH 1100 & PSYCH 1100	Business Mathematics and General Psychology	
MATH 1100 & SOCIO 1100	Business Mathematics and Introduction to Sociology	
OFTI 1200	MS Office for Professional Staff	3
OFTI 2600	Professional Development	3
PHILO 1110 or PHILO 1114	Ethics or Business Ethics	3
POLS 1101	American Politics	3
SPEEC 1100	Fundamentals of Speech Communication	3
<b>Program Electives</b>		
Select 12 credits from any 1000- and 2000-level Paralegal Studies courses or the Criminal Justice courses listed below: <sup>1,3</sup>		12
CRIMJ 1151	Constitutional Law	
CRIMJ 1153	Courts, Evidence, and Mock Trial	
<b>General Education</b>		
Select a 4-credit, IAI-approved Physical and Life Sciences lab science course <sup>2</sup>		4
<b>Total Credits</b>		<b>64-67</b>

<sup>1</sup> In addition to the courses listed above.

<sup>2</sup> All other General Education requirements are listed within the program requirements.

<sup>3</sup> A list of Paralegal Studies courses can be found in the catalog (<https://catalog.cod.edu/courses-a-z/plgl/>).

## General Education Requirements

For general education requirements for the A.A.S. degree, please visit the A.A.S. degree catalog page (<https://catalog.cod.edu/associate-degree-programs/associate-applied-science-degree/>).

Suggested Semester Sequence

Course	Title	Credits
<b>First Semester</b>		
ENGLI 1101	English Composition I	3
Select one of the following: <sup>1</sup>		3-6
MATH 1218	General Education Mathematics	
MATH 1100 & PSYCH 1100	Business Mathematics and General Psychology	
MATH 1100 & SOCIO 1100	Business Mathematics and Introduction to Sociology	
PLGL 1100	Introduction to Paralegal Studies	3
OFTI 1200	MS Office for Professional Staff	3
<b>Credits</b>		<b>12-15</b>
<b>Second Semester</b>		
POLS 1101	American Politics	3
PLGL 1150	Drafting Legal Documents	3
Elective	Program Elective	3
Gen Ed	Physical and Life Sciences ( <a href="https://catalog.cod.edu/educational-opportunities/#physical-life">https://catalog.cod.edu/educational-opportunities/#physical-life</a> )	4
SPEEC 1100	Fundamentals of Speech Communication	3
<b>Credits</b>		<b>16</b>
<b>Third Semester</b>		
PLGL 1200	Civil Litigation	3
PLGL 1250	Legal Ethics/Law Office Organization	3
PLGL 1500	Introduction to Legal Research and Writing	3
PLGL 2500	Personal Injury, Tort and Insurance Law	3
PHILO 1110 or PHILO 1114	Ethics or Business Ethics	3
Elective	Program Elective	3
<b>Credits</b>		<b>18</b>
<b>Fourth Semester</b>		
PLGL 2100	Advanced Legal Research and Writing	3
PLGL 2425	Law Office Technology	3
PLGL 2600	Paralegal Practicum	3
OFTI 2600	Professional Development	3
Elective	Program Elective	3
Elective	Program Elective	3
<b>Credits</b>		<b>18</b>
<b>Total Credits</b>		<b>64-67</b>

<sup>1</sup> If the student takes MATH 1100 Business Mathematics, they must pair either PSYCH 1100 General Psychology or SOCIO 1100 Introduction to Sociology with MATH 1100 Business Mathematics to meet the

American Bar Association requirement. MATH 1218 General Education Mathematics alone will satisfy this requirement.

## **Program Milestones**

### **First Semester**

- Consider joining or visiting with a professional, cultural or interest-based Student Club ([http://cod.edu/student\\_life/clubs\\_org/](http://cod.edu/student_life/clubs_org/)).

### **Second Semester**

- If you have not done so yet this semester, it is important to make an appointment with a Faculty or Program Advisor (<https://www.cod.edu/academics/programs/paralegal/faculty.aspx>) to discuss your future academic progress.

This page lists programs related to one another.

- Paralegal Studies, Certificate (<https://catalog.cod.edu/programs-study/paralegal-studies/paralegal-studies-certificate/>)