

ASSOCIATE IN APPLIED SCIENCE
PARALEGAL STUDIES

(65 hrs. min.)

CIP: 22.0302

This program is designed to prepare students for work as paralegals/legal assistants in private law firms, government agencies, corporations, and other legal and business settings. Students learn legal principles, legal research and writing, critical thinking, preparation of legal documents, law office administration and legal ethics. Students are encouraged to continue studying for a four-year college degree, and this program includes 18 credits that are currently accepted on the New Mexico statewide transferability matrix.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page X of this catalog, or speak with an academic adviser.

PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- Evaluate and discuss the strengths and weaknesses of the American legal system.
- Create well-formatted legal documents.
- Compose correspondence typically needed in a legal environment.
- Conduct legal research and write legal memoranda.
- Demonstrate knowledge of common fee arrangements, timekeeping and billing.
- Effectively communicate orally and in writing with attorneys, clients, witnesses and the public.
- Describe the paralegal's role in maintaining ethical standards in a legal environment.

GENERAL EDUCATION REQUIREMENTS: (30 HRS. MIN.)

Communications (12 hrs.)

ENGL 111 Composition and Rhetoric (3)

ENGL 119 Professional Communication (3)

ENGL 216 Technical Writing (3)

Any Speech course (3)

Humanities (3 hrs.)

Behavioral/Social Sciences (3 hrs.)

Math (3 hrs.)

BSAD 112 Business Math (3)

ASSOCIATE IN APPLIED SCIENCE DEGREES

Science (3 hrs. min.)

CRJS 135 Forensic Science I (3)

[or]

Any other science courses

Computers/Technology (4 hrs.)

CITC 111 Computers and Technology (4)

OFTC 111 Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

CORE REQUIREMENTS: (20 HRS.)

PLST 111 Introduction to Law (4)

PLST 112 Introduction to the Paralegal Profession (3)

PLST 115 Torts, Practice and Procedure (3)

PLST 121 Legal Research and Writing I (3)

PLST 241 Legal Research and Writing II/Westlaw (4)

PLST 250 Civil Litigation (3)

RELATED REQUIREMENTS: (15 HRS.)

Choose from the following:

BSAD 232 Business Law I (3)

BSAD 233 Business Law II (3)

BSAD 235 Human Relations in Business (3)

CRJS 203 Criminal Law and Procedure (3)

Any PLST courses 200 and above*

Students with no paralegal work experience should take three credit hours of PLST 298 Internship or PLST 299 Cooperative Education.

Note: See "College Success Course Requirement" on Page 8.

TOTAL 66 CREDITS MIN.