

ASSOCIATE IN APPLIED SCIENCE

PARALEGAL STUDIES

(65 hrs. min.)

CIP: 22.0302

School of Business and Applied Technologies, (505) 428-1332

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 34 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 using both print and electronic resources.
- 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)

Math (3 hrs.)

BSAD 112 Business Math (3)

Science (3 hrs. min.)

CRJS 135 Forensic Science I (3)

[or]

Any other science courses

Social/Behavioral Sciences (3 hrs.)

Humanities and Fine Arts (3 hrs.)

Computers/Technology (4 hrs.)

CITC 111 Computers and Technology (4)

[or]

OFTC 111 Business Software Essentials I (4)

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

CORE REQUIREMENTS: (20 HRS.)

LEGL 111 Introduction to Law (4)

LEGL 112 Introduction to the Paralegal Profession (3)
LEGL 115 Torts, Practice and Procedure (3)
LEGL 121 Legal Research and Writing I (3)
LEGL 241 Legal Research Writing II/Westlaw (4)
LEGL 250 Civil Litigation (3)

*It's highly recommended that students take LEGL 111 and 121 in their first semester.

RELATED REQUIREMENTS: (15 HRS.)

Any LEGL courses 200 and above* (15)

* LEGL law courses are preferred related requirements. Students with no paralegal work experience should take three credit hours of LEGL 298 Internship or LEGL 299 Cooperative Education.

NOTE: See "College Success Course Requirement" on Page 10.

TOTAL 65 CREDITS MIN.