

BACHELOR OF SCIENCE DEGREE PROGRAM PARALEGAL

STUDENTS MAY ENROLL TO TAKE THIS PROGRAM ONLINE OR RESIDENTIALLY

182/183 CREDIT HOURS DEGREE

OBJECTIVES

To provide a comprehensive paralegal training that allows graduates to work under the supervision of an attorney and assist in the delivery of legal services. This program furthers the students' understanding, theory and practical coursework, allowing for a knowledge in legal specialty areas and issues such as advanced computer-assisted research, chronological organization of events and issues in a case, checklist and procedure preparation for an appellate case, and comparison of client and expert investigative interviews. The program provides evidence of competencies in communications, social sciences, humanities and fine arts, analytical and inferential reasoning, ethical situations, and computational skills as well as the ability to learn on one's own.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS110	Business Communications	4
CS111	Computer Information Systems	3
CS131	MS Office Professional I	3
CS256	MS Office Professional II	3
KY100	Keyboarding I	3
LA100	Legal Terminology	4
LA121	Introduction to Paralegal Studies	3
LA155	Legal Research I	4
LA170	Real Estate	3
LA180	Torts	3
LA185	Criminal Law and Procedure	3
LA196	Constitutional Issues	3
LA201	American Legal Systems	3
LA205	Litigation I	4
LA215	Law Office Procedures and Technology	4
LA225	Administrative Law	3
LA235	Contracts	3
LA240	Legal Writing I	4
LA255	Ethics for the Law Office	4
LA265	Family Law	3
LA300	Law Office Management	4
LA305	Interviewing and Investigation	4
LA321	Probate Practice	3
LA323	Bankruptcy	3
LA326	Corporate Business Structures	3
LA400	Alternative Dispute Resolution	3
LA410	Legal Research II	4
LA420	Litigation II	4
LA425	Legal Writing II	4
LA450	Field Preparation	4
LA499	BS Paralegal Internship †	6
MG110	Supervisory Management	4
PD100	Student Success	1
PD250	Career Development	1

Legal Electives (Minimum 12 credits from list below or approved by Dean of Students and Program Director/Coordinator)

BS310	Technical Communications	4
BS311	Organizational Behavior	4
BS325	Fraud Examination	4
KY150	Keyboarding II	3
LA322	Cyber Law	3
LA324	Copyrights, Trademarks, and Patents	3
MA100	Medical Terminology	4

Total Core Minimum Requirement 127

Note: Students may be required to take Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based on competency exam scores.

The student must take a minimum of 30 percent of the total credits for the program at the 300/400 course level.

† Students who have successfully completed LA250 or LA299 Paralegal Internship, graduated and gained relevant work experience may, prior to taking the LA499 internship for the bachelor's degree Paralegal program, apply for "Professional Work Experience" credit to satisfy the requirements of LA499.

GENERAL EDUCATION REQUIREMENTS

To attain a degree, students must be well grounded in the liberal arts. Students pursuing a B.S. degree are required to earn a minimum of fifty-five (55) credits from the four liberal arts disciplines listed below. A minimum of six (6) credits must be earned within each discipline.

LIBERAL ARTS REQUIREMENTS

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM220	Art of Persuasion	4
CM230	Mass Communication	4
CM320	Writing & Research	4
SOCIAL SCIENCE		
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS145	Introduction to Macroeconomics	4
SS200	Introduction to Microeconomics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS230	Psychology of Personality	4
SS311	Human Behavior	4
SS330	Comparative Economic Systems	4
SS360	Abnormal Psychology	4
NATURAL SCIENCE & MATHEMATICS		
NS100	Biology	5
NS110	Environmental Issues	5
NS116	College Algebra I	4
NS120	Earth Science	5
NS125	Chemistry Today *	5
NS135	Microbiology	4
NS140	Anatomy & Physiology I	4
NS150	Anatomy & Physiology II	4
NS216	College Algebra II	4
NS301	Statistics I	5
NS350	Statistics II	5
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU150	Introduction to Literature	4
HU200	Art in the Modern World	4
HU230	Spanish II	4
HU310	The Novel	4
HU315	World Literature	4

Total Liberal Arts Minimum Requirement 55

Total Minimum Credit Requirement 182/183**

* Offered only at Richfield Campus

** Credits will be 182 or 183 based on elective choice.