

## Paralegal Studies A.A.S. (PLG)

The Paralegal Studies Associate Degree program is approved by the American Bar Association (ABA).



LCCC's Paralegal Studies is approved by the American Bar Association (ABA) and, because of growth in the paralegal field, provides excellent opportunities for employment and advancement. Qualified graduates of the Paralegal Studies program can be hired by law firms, banks, title companies, real estate firms, and corporations. Career possibilities include paralegal supervisor, trust coordinator, title searcher, settlement clerk, litigation specialist, contract coordinator, and a variety of other positions. Individuals with legal skills take these skills into a multitude of positions in the business environment, including human resources, records management, legal support, and government.

Students will gain an understanding of what paralegals can accomplish, as well as the limitations imposed by the unauthorized practice of law statute. Internships provide students with practical experience in the paralegal field. Students may also transfer credits to various four-year colleges or universities toward a bachelor's degree.

The primary goal of the program is to educate students to become paralegals who perform effectively in a variety of legal settings and adapt to changes in the legal environment and law practice. The program prepares students for careers as paralegals working under the supervision of lawyers in either the public or private sectors, as well as striving to encourage and facilitate graduates to pursue advanced degrees. Paralegals may not provide legal services directly to public except as permitted by law.

Through a collaborative program of study between LCCC and Kutztown University, LCCC's Paralegal Studies graduates may transfer to Kutztown University to major in English, Political Science, Public Administration, Criminal Justice, History and Psychology.

LCCC's Paralegal Studies program options are primarily offered through synchronous instruction. Paralegal Studies classes may be enhanced with asynchronous materials. Paralegal Studies students must take at least nine-semester credits or the equivalent of legal specialty courses through synchronous instruction.

### Upon successful completion of this program, graduates will be able to:

- apply legal and business skills necessary for a position in a law office, bank, real estate office, government authority, or any position that uses the knowledge of law.
- apply soft skills, such as cooperative teamwork, communication skills and ethical decision-making.
- demonstrate substantive knowledge and procedural knowledge of law.
- apply the rules of professional conduct governing lawyers and the application to paralegals.

See page 18 for special program admission requirements pertaining to this program.

First Semester		Credits
PLG 120	Introduction to Paralegal Studies	3
PLG 150	Torts and Personal Injury Law	3
PLG 115	Law Firm Experience	3
ENG 105	Research and Composition	3
Elective	General Education	3
		<b>15</b>
Second Semester		
PLG 200	Civil Litigation and Procedures	3
ENG 106	Introduction to Literature	3
PLG 105	Law Office Technology	3
Elective*	Social Science/Humanities	3
Elective <sup>+</sup>	Program Elective	3
		<b>15</b>
Third Semester		
PLG 245	Legal Research and Writing	3
RES 110	Real Estate Law	3
PSY 140	Introduction to Psychology	3
Electives <sup>+</sup>	Program Electives	6
Elective <sup>o</sup>	Mathematics/Science	3-4
		<b>18-19</b>
Fourth Semester		
PLG 250	Internship	3
PLG 220	Contract Law and Business Organizations	3
PLG 255	Legal Writing	3
PLG 215	Law Office Management	3
Elective <sup>o</sup>	Mathematics/Science	3-4
		<b>15-16</b>
<b>Credit Total</b>		<b>63</b>

Up to nine PLG credits will be accepted for transfer into LCCC's PLG program from an ABA-approved program. PLG 200 must be completed at LCCC. PLG credit by assessment is limited to three credits. Total PLG transfer credit and credit by assessment is limited to nine credits.

Students entering the program should have basic keyboarding skills and the ability to type 40 wpm. If a student does not have these skills, the student should enroll in AOT 112, 113 and 114 in the first semester of admission to the program.

\*Recommended Social Science/Humanities electives: PSC 142, 233, 235, 236 and ECO 201

<sup>+</sup>The student must select six credits with a PLG prefix from the following list: PLG 125, 135, 225, 227, 228, 230, 235, 240 and 252. The additional three credit program elective must be selected from the above list or CJA 201, 240; ENG 107; HIT 140, ENG 111; or any other credit course that is approved by the Paralegal Studies coordinator.

<sup>o</sup>MAT 118 and 125 do not fulfill this requirement.