

# PARALEGAL STUDIES A.A.S.

## Tom Stanton, Director

This program is approved by the American Bar Association. The Paralegal Studies program prepares students for challenging and diverse careers in private law practices and in the law-related areas of business, industry, and government. The goals of the Paralegal Studies program are to enable students, through theoretical and practical legal education, to understand the function of law, to work as paralegals in the effective delivery of legal services, and to enhance the legal profession. This program is designed to equip students with skills to analyze legal issues and to perform a variety of activities including drafting legal documents, interviewing clients, conducting legal research, and preparing cases for trial. Students utilize current technology through Internet research and legal and general office software applications. Paralegal studies students receive the necessary legal training to take advantage of new career opportunities in all sectors of the economy. Students are exposed to the principles of legal ethics and are cautioned regarding restrictions against the unauthorized practice of law by laypersons. Paralegals may not provide legal services directly to the public, except as permitted by law.

## Associate of Applied Science - Paralegal Studies

### Missoula College

Degree Specific Credits: 71

Required Cumulative GPA: 2.0

### Catalog Year: 2018-2019

**Note:** This is a two year/four semester in-step degree. If classes are taken out of sequence, additional semesters are required for graduation. Also note, courses with the LEG prefix (legal specialty) are only offered in the semester indicated. See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

## Summary

Code	Title	Hours
Paralegal Studies Required Courses		71
Total Hours		71

## Paralegal Studies Required Courses

Code	Title	Hours
<b>Complete all of the following courses:</b>		
ACTG 100 or ACTG 101	Essentials of Accounting Accounting Procedures I	4
BMGT 212	Critical Analysis for Business	3
CAPP 120	Introduction to Computers	3
CAPP 154	MS Word	3
COMX 111A	Introduction to Public Speaking	3
LEG 183	Contracts	2
LEG 184	Legal Ethics	2
LEG 185	Introduction Paralegal Studies	3

LEG 186	Introduction to Legal Research	2
LEG 187	Leg Res & Wrtg I	2
LEG 188	Prin of Real Estate	2
LEG 189	Criminal Procedures	3
LEG 270	Civil Litigation	3
LEG 272	Computers & Law	3
LEG 282	Contemporary Legal Issues	3
LEG 283	Trial Preparation	3
LEG 285	Family Law	3
LEG 286	Legal Res & Writing II	2
LEG 287	Legal Res. & Writing III	2
LEG 288	Estate Administration	2
LEG 298	Paralegal Studies Internship	2
M 105	Contemporary Mathematics	3
PSCI 210S	Intro to American Government	3
PSYX 100S	Intro to Psychology	4
or BMGT 216	Psych of Mgmt & Supervision	
SOCI 101S	Introduction to Sociology	3
WRIT 101	College Writing I	3
Total Hours		71

Minimum Required Grade: C-