

PARALEGAL STUDIES

ASSOCIATE OF APPLIED SCIENCE: PARALEGAL STUDIES – MINIMUM 90 CREDITS

CAREER DESCRIPTION

The UCC two-year AAS in Paralegal Studies Degree, which offers classes fully online**, prepares students for highly responsible entry-level positions as paralegals or legal assistants. Students take first year courses that provide them with basic competencies and practical skills. In the second year, students broaden their education by taking classes in specialty areas targeted to achieve the legal skills necessary to assist in the legal activities of law firms, businesses, insurance companies, financial institutions, public agencies, title companies, or government offices. The curriculum is designed to prepare students with both a theoretical understanding of the world of law and the practical skills necessary to succeed. Prerequisites: A grade of C or better must be attained in all LA courses or courses must be retaken. Students who cannot accurately keyboard at least 45 wpm should plan to take OA 110 Alphabetic Keyboarding or OA 124 Keyboarding Skill Enhancement early in the program.

PROGRAM OUTCOMES

The Paralegal Program strives to provide quality and comprehensive instruction and direction with the primary goal of enabling students to obtain employment within the areas of law firms, businesses, insurance companies, financial institutions, public agencies, title companies, and government offices. To attain this goal, the program has developed and maintains paralegal specific curriculum that is up to date with current industry standards, technology, and skill requirements.

Students who successfully complete the Associate of Applied Science degree in Paralegal Studies will:

1. Manage and document billable time
2. Explain the Code of Professional Responsibility governing lawyers and legal assistance, the rule of Unauthorized Practice of Law (UPL), and the rules of professional conduct
3. Explain and apply legal terminology appropriately
4. Use Microsoft Word to create and edit letters and legal documents which are formatted according to the Oregon Rules of Civil Procedure (ORCP) and Supplemental Local Court Rules (SLR)
5. Analyze legal issues by using LexisNexis to perform research and distinguish between primary and secondary sources of law

APPLICATION & ACCEPTANCE

Students with a criminal record are strongly urged to research employability before entering the paralegal program. If students enter the paralegal program with a felony conviction, they should disclose this information to their paralegal advisor and any Cooperative Work Experience (CWE) employer.

APPROVED ELECTIVES

Choose 16 credits from the following:

*BA 165	Customer Service	3
*BA 211	Principles of Accounting I	3
*BA 212	Principles of Accounting II	3
*BA 213	Principles of Accounting III	3
*BA 214	Business Communications	3
*CIS 120	Intro to Computer Information Systems	4
*CIS 125D	Computer Applications -Database	3
*CIS 125S	Computer Applications - Spreadsheets	3
*CIS 125W	Computer Applications-Word Processing	3
*CJ 105	Concepts of Criminal Law	3
CJ 114	Cultural Diversity Issues in Criminal Justice	3
CJ 120	Introduction to the Judicial Process	3
*CWE 161	Cooperative Work Experience Seminar I	1
LA 222	Contract Law	3
LA 280	Cooperative Work Experience: Paralegal	1-6
	<i>up to six additional credits</i>	
*MED 111	Medical Terminology I	3
*OA 110 or	Alphabetic Keyboarding OR	2
*OA 124	Keyboarding Skill Enhancement (if needed to reach 45 wpm)	3
*OA 116	Records Management	2
OA 123	Formatting	4
*PHL 202	Ethics	3
PS 201	US Government	3
PS 202	US Government	3
PS 203	US Government	3
*PSY 101	Psychology of Human Relations	3
*SP 105	Listening	3
*SP 111	Fundamentals of Public Speaking	4
*SP 218	Interpersonal Communication	3
WR 122	Argument, Research, and Multimodal Composition	4
*WR 227	Technical Report Writing	4

* Course is offered online. See schedule for terms offered.

** With the exception of LA 280:
Cooperative Work Experience (CWE)

ASSOCIATE OF APPLIED SCIENCE — Paralegal Studies

Minimum 90 Credits — Recommended Sequence for Students (Students should see an advisor to customize their educational plan.)

PREREQUISITES: Keyboarding skills of 45 wpm minimum; and placement into WR 121.
Additional skill requirements for individual courses are listed in the course description section of this catalog.

YEAR ONE	Fall	* Legal Procedures I LA 100 4 CR	Legal Terminology LA 102 3 CR	Editing for Business OA 128 3 CR	Approved Elective <i>see facing page</i> 4 CR	CREDITS 14	
	Winter	* Introduction to Paralegal Studies LA 101 3 CR	* Legal Procedures II LA 128 4 CR	Academic Composition WR 121 4 CR	Business Mathematics BA 180 3 CR <i>OR</i> Elementary Algebra MTH 065 4 CR	Approved Elective <i>see facing page</i> 3 CR	CREDITS 17-18
	Spring	* Civil Procedure LA 105 3 CR	* Ethics for Legal Professionals LA 132 3 CR	Approved Elective <i>see facing page</i> 3 CR	** Cooperative Work Experience: Paralegal LA 280 2 CR	Human Relations <i>from Approved List, p. 86</i> 3 CR	CREDITS 14
YEAR TWO	Fall	Introduction to Business BA 101 4 CR	* Legal Research & Writing I LA 204 4 CR	* Family Law LA 208 3 CR	* Wills, Probate and Estates LA 210 3 CR	CREDITS 14	
	Winter	* Business Law BA 226 4 CR	* Legal Research & Writing II LA 205 4 CR	* Torts, Pleading & Practice LA 224 3 CR	Approved Elective <i>see facing page</i> 6 CR	CREDITS 17	
	Spring	* Computers in Business BA 231 4 CR	Real Estate Law LA 217 3 CR	* Criminal Law for Paralegals LA 226 3 CR	** Cooperative Work Experience: Paralegal LA 280 4 CR	CREDITS 14	

NOTES

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Please see an advisor for a degree planning worksheet for this program. Students who wish to start other than Fall term should contact the program advisor, Crystal Sullivan, at crystal.sullivan@umpqua.edu

* See catalog descriptions for prerequisites
** 2 credits equal 66 working hours. Recommended to take Year Two if completing AAS in Paralegal Studies