



Paralegal Studies

Program: Paralegal Studies

Program Code:

PG

Academic Area:

Behavioral and Social Sciences and Education

Type:

Associate in Science

CIP Code:

22.0302

Program Statement

The Associate of Science in Paralegal and Legal Studies (Career Concentration) combines a liberal arts foundation with a career concentration in one of the fastest growing professions in America. Students have an opportunity to explore the field of law and gain marketable skills to perform a wide range of supportive legal functions. Please note that a Certificate or Degree in Paralegal Studies does not enable a person to practice law, represent clients in court or give legal advice; only licensed attorneys can perform these functions.

Program Information

- Students acquire a basic understanding of substantive and procedural areas of law for a variety of legal settings.
- Students acquire skills in legal research and writing.
- Students gain work experience by participating in PLS 243: Paralegal Internship, which places students in office positions related to their academic program.
- Some courses are offered online.
- PLS courses are taught by licensed attorneys with J.D.s from ABA-accredited law schools.
- Nine (9) credits may be applied to the Legal Administrative Assistant degree.
- Twelve (12) credits may be applied to the Legal Office Assistant certificate.

After Bristol

- Students pursue employment in a variety of settings, including law firms, corporate law departments, financial institutions, government agencies, or courts.
- Some graduates continue their education in advanced paralegal studies or pursue law degrees.

Program Learning Outcomes

Students will be able to:

1. Understand the legal process and fundamental concepts of substantive areas of law
2. Identify and manage resolution of practical ethical dilemmas commonly encountered by working paralegals.
3. Manage modern law offices through the use of technology and robust time management skills



4. Develop the skills to perform effective research and to prepare draft legal documents, including various memoranda and court-related correspondence, pleadings and forms.

Paralegal & Legal Studies Transfer Policy

This policy is intended to govern the transfer of legal specialty courses taken at other colleges to earn credit for legal specialty courses required to earn an Associate Degree or Paralegal Certificate from Bristol Community College.

Bristol Academic, Career and Transfer Office

The Admissions Office at Bristol must receive an official transcript from the college where the credits have been earned.

The Admissions Office at Bristol then determines whether the college is an accredited institution and whether the student earned a C or better in the legal specialty course. If so, the Admissions Office forwards a copy of the transcript to the Paralegal Program Department Chair for further review.

Paralegal Program Office

The Paralegal Program Department Chair requests that the student provide the Program with copies of course descriptions from the college catalog as well as the syllabi for any legal specialty course desiring transfer credit.

Upon receipt of the requested materials, the Paralegal Program Department Chair reviews the course description and the syllabus to ensure that the course is similar to that offered at Bristol and meets the American Bar Association (ABA) requirements for a legal specialty course.

To be considered a legal specialty course by the ABA, the course must:

1. Cover a specific area of law, procedure, or the legal process
2. Be developed for paralegals/legal assistants
3. Emphasize legal assistant skills, forms, documents, procedures, and legal principles and theories
4. Be pertinent to the legal assistant's performance on the job

Restrictions

Transfer credit will not be accepted for the following classes:

- PLS 232: Advanced Legal Research & Writing
- PLS 243: Paralegal Internship

Transfer credit will not be given for more than two legal specialty courses to satisfy the paralegal major requirements.

No credit will be given for legal specialty courses taken more than six years prior to the student's completion of the program requirements.

Legal specialty courses will be reviewed by the Chair of the Paralegal & Legal Studies Program who will compare the content of the course to make sure that it meets ABA standards. Transfer credit will be given for no more than two legal specialty courses (6 credits) to satisfy requirements for an Associate Degree or a Certificate.



Degree Requirements

General Courses

Course #	Title	Credits
COM 104	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3
MTH 119	Fundamental Statistics	3

Elective Courses

Course #	Title	Credits
	Scientific Reasoning and Discovery Elective	3-4

Program Courses

Course #	Title	Credits
PLS 100	Introduction to Legal Studies & Ethics	3
PLS 101	Civil Litigation and Procedure	3
PLS 102	Torts Law	3
PLS 105	Law Office Management	3
PLS 120	Basic Legal Research	3
PLS 121	Family Law and Procedure	3
PLS 230	Criminal Law and Procedure	3
PLS 232	Advanced Legal Research and Writing	3
PLS 240	Real Estate Law	3
PLS 241	Wills, Estates, and Trusts	3
PLS 243	Paralegal Internship	3
	Paralegal Elective	3



Recommended Course Sequence - Semester 1

Course #	Title	Credits
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
GVT 111	U.S. Government	3
PLS 100	Introduction to Legal Studies & Ethics	3
PLS 102	Torts Law	3
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Semester 2

Course #	Title	Credits
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
PLS 101	Civil Litigation and Procedure	3
PLS 120	Basic Legal Research	3
PLS 105	Law Office Management	3

Recommended Course Sequence - Semester 3

Course #	Title	Credits
SOC 212	The Sociology of Social Problems	3
COM 104	Fundamentals of Public Speaking	3
PLS 230	Criminal Law and Procedure	3
PLS 241	Wills, Estates, and Trusts	3
PLS 121	Family Law and Procedure	3
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Semester 4

Course #	Title	Credits
	Paralegal Elective	3
	Scientific Reasoning and Discovery Elective	3-4
PLS 232	Advanced Legal Research and Writing	3
PLS 240	Real Estate Law	3
PLS 243	Paralegal Internship	3
Total credits:		60-62



Category Descriptions

Scientific Reasoning and Discovery Elective

Credits: 3-4

Choose one Scientific Reasoning and Discovery elective.

Paralegal Elective

Credits: 3

Choose one of the following:

Course #	Title	Credits
PLS 220	Bankruptcy Law	3
PLS 231	Interviewing and Investigation	3
PLS 234	Legal Ethics	3
PLS 235	Immigration Law	3
PLS 242	Business Organization for Paralegals	3