



## Paralegal and Legal Studies

### Program Goals 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.

### Upon completion of the program our graduates 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

### Program Information

- Acquire basic understanding of substantive and procedural areas of law for a variety of legal settings.
- Acquire skill in legal research and writing.
- Gain work experience by participating in the Paralegal Internship, PLS 243, 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

- 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.



**Subject:** Paralegal Studies

**Type:** Associate Degree

## Campus

**Campus:**

Fall River

Item #

Title

Credits

## General Courses

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
COM 101	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

## Choose one of the following

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
BUS 111	Business and Financial Mathematics	3
MTH 119	Fundamental Statistics	3

## Science Elective - choose one

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
	Science Elective	3-4



## Program Requirements

Item #	Title	Credits
PLS 105	Law Office Management	3
PLS 100	Introduction to Legal Studies and Ethics	3
PLS 101	Civil Litigation and Procedure	3
PLS 102	Torts Law	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

## Program Electives - choose one

Item #	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

## Recommended Course Sequence - Semester 1

Item #	Title	Credits
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
	BUS 111 or MTH 119	3
PLS 105	Law Office Management	3
PLS 100	Introduction to Legal Studies and Ethics	3
PLS 101	Civil Litigation and Procedure	3

## Recommended Course Sequence - Semester 2

Item #	Title	Credits
ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
PLS 120	Basic Legal Research	3
PLS 121	Family Law and Procedure	3



## Recommended Course Sequence - Semester 3

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
SOC 212	The Sociology of Social Problems	3
PLS 230	Criminal Law and Procedure	3
PLS 232	Advanced Legal Research and Writing	3
PLS 102	Torts Law	3
	PLS Elective	3

## Recommended Course Sequence - Semester 4

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
	Science Elective	3-4
COM 101	Fundamentals of Public Speaking	3
PLS 240	Real Estate Law	3
PLS 241	Wills, Estates, and Trusts	3
PLS 243	Paralegal Internship	3
	<b>Total credits:</b>	<b>61-62</b>