

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE (AAS) - 60 CREDITS

About this program

The Paralegal program provides graduates with a strong legal foundation that prepares them to work under the supervision of an attorney. Students will gain knowledge in the areas of criminal law, civil law, family law, real property law and estate planning. Communication and critical thinking skills combined with real-world application will provide students with the legal knowledge and technical competencies needed for a successful legal career. Students will gain a strong background in legal research and writing using electronic research programs. Graduates of the program find successful careers in legal firms, corporate offices and nonprofit and government organizations.

Program outcomes

1. Analyze basic accounting principles.
2. Demonstrate effective use of technology.
3. Demonstrate written and oral communication skills.
4. Employ critical thinking and complex legal reasoning.
5. Explain the American legal system.
6. Develop knowledge of substantive and procedural law.
7. Develop sound legal writing skills.
8. Demonstrate ethical and social responsibility.

Curriculum overview

Crds	Requirement type
42	Required courses
12	Restricted electives in courses
3	Restricted electives in subjects
3	Restricted electives in course types
60	Total

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 <http://www.ncahigherlearningcommission.org> Phone: 312.263.0456 / 800.621.7440

Curriculum requirement details

Required courses

Course	Crds
BUS1100 - Business Computers	3
COMM1120 - Introduction to Public Speaking	3
ENGL1101 - College Writing	3
HRES1122 - Human Resource Management	3
PARA1101 - Introduction to Paralegal	3
PARA1102 - Legal Research and Writing I	3
PARA1104 - Civil Law for Paralegals	3
PARA1105 - Criminal Law for Paralegals	3
PARA1106 - Wills, Trusts & Probate	3
PARA1112 - Legal Ethics for the Paralegal	3
PARA2202 - Legal Research and Writing II	3
PARA2204 - Real Property	3
PARA2212 - Family Law	3
PSYC1200 - General Psychology	3

Other requirements or restricted electives

3 credits from one or more of these Courses:

Course title	Credits
ACCT1012 - Foundations of Accounting	3
ACCT2211 - Financial Accounting I	3

3 credits from one or more of these Courses:

Course title	Credits
POLS1120 - American National Government	3
POLS1130 - State and Local Government	3

3 credits from one or more of these Courses:

Course title	Credits
ACCT1120 - Business Law	3
BUS2150 - Legal Environment of Business	3

3 credits from one or more of these Courses:

Course title	Credits
PARA2210 - Advanced Paralegal Practices	3
PARA2216 - Paralegal Internship	3

3 credits from one or more of these Subjects:

- SOC

3 credits from these Course Types:

- General Education w/MnTC Goals

Course summaries

BUS1100 - Business Computers (3 credits)

Students will utilize business computer software applications including word processing, spreadsheets, databases and presentation software to solve business problems, emphasizing professional design and organization. Additional topics include basic computer hardware, computer security and ethics, privacy concerns and professional communication standards.

COMM1120 - Introduction to Public Speaking (3 credits)

Meets MnTC Goal Area 1. This course clarifies the process of oral communication, clarifies the basic principles of public speaking and allows the student to increase the application of these principles while both speaking and listening.

Prerequisites:

ENGL1101 - College Writing (3 credits)

Meets MnTC Goal Area 1. This is an introductory writing course designed to prepare students for later college and career writing. The course focuses on developing fluency through a process approach, with particular emphasis on revision. Students will consider purpose and audience, read and discuss writing and further develop their own writing processes through successive revisions to produce polished drafts. Course work will include an introduction to argumentative writing, writing from academic sources and a short research project.

Prerequisites:

HRES1122 - Human Resource Management (3 credits)

This course is an introduction to the basic principles of human resource functions and services. It provides a background and understanding for further human resource courses.

PARA1101 - Introduction to Paralegal (3 credits)

This course will introduce the basic knowledge and skills required of paralegals. Students will learn the basics of the American legal system along with skills such as researching legal issues, interviewing clients and witnesses, and drafting motions and pleadings. By the end of this course, students will have a clear understanding of what a paralegal does, the skills needed to be a successful paralegal and what it will take to begin a career as a paralegal.

PARA1102 - Legal Research and Writing I (3 credits)

This course is a general introduction to recorded sources of law. It will examine where and how law can be found. The course will include discussion of the sources of law and practical writing exercises.

Prerequisites:

Corequisites:

PARA1104 - Civil Law for Paralegals (3 credits)

This course prepares the paralegal for working with civil litigation and its associated processes. Included in the study are rules for civil procedure, court and non-court processes, applicable appellate procedures, mediation, arbitration and the role of the paralegal as it relates to civil law.

Prerequisites:

PARA1105 - Criminal Law for Paralegals (3 credits)

This course prepares the paralegal for working with criminal defense or criminal prosecution. Included in the study is the organization of the criminal justice system, the nature of crimes, constitutional issues, applicable appellate procedures and the role of the paralegal as it relates to criminal law.

Prerequisites:

PARA1106 - Wills, Trusts & Probate (3 credits)

This course includes a study of the procedures, documents and other techniques used in the planning for transfer of property after death and the administration of estates.

PARA1112 - Legal Ethics for the Paralegal (3 credits)

This course covers the attorney-client privilege as it relates to paralegals, unauthorized practice of law, regulation of paralegals, ethical codes and rules.

PARA2202 - Legal Research and Writing II (3 credits)

This course is a continuation of Research and Writing I. Students will develop skills in identifying, analyzing and researching legal issues. Writing exercises will be more complex, including preparation of legal memoranda.

Prerequisites:

PARA2204 - Real Property (3 credits)

This course includes the law dealing with interest in, ownership of and title to real estate. Emphasis will be placed on legal descriptions, recording systems, and procedures and documents for real property transfer.

PARA2212 - Family Law (3 credits)

This course will explore and research family law concepts of marriage, divorce, annulment, child custody, property settlements and adoption.

PSYC1200 - General Psychology (3 credits)

Meets MnTC Goal Areas 5 and 9. This is a comprehensive introductory overview of psychology that studies human behavior and mental processes. Topics include (but are not limited to) research methods, the history of psychology, neuroscience and behavior, developmental psychology, sensation and perception, motivation and emotion, health psychology, learning and memory, personality, social psychology, psychopathology and treatments, and states of consciousness such as sleep and dreams.

ACCT1012 - Foundations of Accounting (3 credits)

This course covers the basic accounting cycle for service and merchandising businesses. Topics include the analyses of business transactions, recording transactions in a variety of journals, payroll procedures and preparation of financial reports.

ACCT2211 - Financial Accounting I (3 credits)

This course introduces students to the content and concepts underlying financial statements. Course content includes study of the accounting model, financial statements, merchandise accounting, internal controls and accounting for assets. The course will focus on using accounting information for decision making.

POLS1120 - American National Government (3 credits)

Meets MnTC Goal Areas 5 and 9. This course provides an analysis of the organization, institutions and functions of the United States government.

POLS1130 - State and Local Government (3 credits)

Meets MnTC Goal Areas 5 and 9. This course provides an analysis of the organization, procedure and functions of state and local governments and their relationship with the national government.

ACCT1120 - Business Law (3 credits)

This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include the court system, legal system, contracts, negotiable instruments, and agency and employer/employee relationships.

BUS2150 - Legal Environment of Business (3 credits)

This course offers an overview of the American legal system and provides an introduction to what a business person should know about the law and the American legal system. Major content areas include the court system, trial process, alternative dispute resolution, business and the Constitution, the administrative process, torts and product liability, common law of contracts, employment law, employment discrimination, anti-trust law, international business and ethics.

PARA2210 - Advanced Paralegal Practices (3 credits)

This course provides in-depth study of law using statute and case research. Students will examine legal issues in different areas of law and participate in discussion of these topics. Topics will range from law office structure and finances to procedural law and interviewing techniques. Instructor may include legal topics that are hot at the time of course offering.

PARA2216 - Paralegal Internship (3 credits)

The paralegal internship provides students with the opportunity to apply the concepts and principles they have learned in a practical professional work environment under the supervision of a lawyer. Students complete an internship in which they perform the duties of a paralegal.

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Program Plan — "Primary"

Locations: Online

1st Fall Term (15 credits)

Courses

Course	Crd
BUS1100 - Business Computers	3
ENGL1101 - College Writing	3
PARA1101 - Introduction to Paralegal	3
PARA1102 - Legal Research and Writing I	3
PARA1105 - Criminal Law for Paralegals	3

1st Spring Term (15 credits)

Courses

Course	Crd
COMM1120 - Introduction to Public Speaking	3
PARA1104 - Civil Law for Paralegals	3
PARA1112 - Legal Ethics for the Paralegal	3
PARA2202 - Legal Research and Writing II	3

3 credits in one or more of the following:

POLS1120 - American National Government	3
POLS1130 - State and Local Government	3

2nd Fall Term (15 credits)

Courses

Course	Crd
HRES1122 - Human Resource Management	3
PARA2204 - Real Property	3
PARA2212 - Family Law	3

3 credits in one or more of the following:

ACCT1120 - Business Law	3
BUS2150 - Legal Environment of Business	3

3 credits in one or more of the following:

ACCT1012 - Foundations of Accounting	3
ACCT2211 - Financial Accounting I	3

2nd Spring Term (15 credits)

Courses

Course	Crd
PARA1106 - Wills, Trusts & Probate	3
PSYC1200 - General Psychology	3

3 credits in one or more of the following:

PARA2210 - Advanced Paralegal Practices	3
PARA2216 - Paralegal Internship	3

3 credits in one or more of the following:

Course Subject: SOC

3 credits in one or more of the following:

General Education w/MnTC Goals
