



## Degree Guide:

# Paralegal, Associate in Applied Science (AAS) Degree

### **Program**

[Paralegal \(LEGAL\)](#)

### **Degree Type**

Professional Technical Degree

### **Offered Online**

Yes

### **Program Coordinator**

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### **Program Description**

Paralegals assist lawyers by investigating facts, preparing legal documents, researching legal precedent, and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal action. The Peninsula College Paralegal degree prepares students for employment as paralegals and legal assistants in all types of organizations, but most will work for law firms, corporate legal departments, and government agencies. Program offers practicum experiences and opportunity for service learning experiences with local employers.

Program Length: 6 Quarters

Program Code: LAPPAPT

### **Career Opportunities and Earnings**

There is a growing demand for paralegals. Graduates may find positions with a variety of companies and organizations in the public and private sectors. Wages often begin around \$27.67 per hour.

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

### **Program Outcomes**

- Investigate and gather the facts of a case
- Conduct research on relevant laws, regulations, and legal articles
- Organize and maintain documents in paper or electronic filing systems
- Gather and arrange evidence and other legal documents for attorney review and case preparation
- Write or summarize reports to help lawyers prepare for trials
- Draft correspondence and legal documents, such as contracts and mortgages
- Get affidavits and other formal statements that may be used as evidence in court
- Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel
- Call clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions

### **Program Goals**

- The Peninsula College Paralegal degree prepares students for paralegal and legal assistant jobs
- Courses are based on recommendations from local employers and industry trends
- The Peninsula College Paralegal degree is significantly more cost effective than most private and public schools



**Program Prerequisites**

Students entering this program should be familiar with computer software and hardware in the Windows or MAC environment. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework.

**Approximate Additional Costs**

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two-year subscription is purchased, the average cost per AOS class is \$27.
- Software: Office 365 (free for PC students)

**Sample Schedule**

This sample schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn an AAS. The typical student schedule is based on entering the program during the fall quarter. Students may enter this program in any quarter.

**First Quarter (Fall)**

<b>Catalog #</b>	<b>Course Title</b>	<b>Credits</b>
AOS 101	Digital Literacy	5
AOS 105	Introduction to Microsoft Word	5
LEGAL 100	Introduction to Paralegal Studies	5

**Second Quarter (Winter)**

<b>Catalog #</b>	<b>Course Title</b>	<b>Credits</b>
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 106	Introduction to Microsoft Excel	5
LEGAL 150	Law Office Technology	5

**Third Quarter (Spring)**

<b>Catalog #</b>	<b>Course Title</b>	<b>Credits</b>
AOS 107	Microsoft Access Databases	5
AOS 112	Microsoft PowerPoint Comprehensive	5
AOS 170	Business Communications	5

**Fourth Quarter (Fall)**

<b>Catalog #</b>	<b>Course Title</b>	<b>Credits</b>
CJ& 110	Criminal Law	5
LEGAL 210	Legal Research, Analysis, and Writing	5
SOCSI 101	Contemporary Global Issues	5



Fifth Quarter (Winter)

Catalog #	Course Title	Credits
BUS& 201	Business Law	5
HUMDV 120	Human Relations	3
LEGAL 220	Real Estate law	5
LEGAL 225	Family Law	5

Sixth Quarter (Spring)

Catalog #	Course Title	Credits
LEGAL 230	Wills, Trusts, and Estate Administration	5
LEGAL 235	Tort Law	5
LEGAL 240	Civil Litigation	5

Your personal educational plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your math and English placement; Learn more about placement options by visiting the [Assessment and Placement website](#).
- If you start in our [Transitional Studies](#) program

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**Total Credits** **93**