

Associate of Applied Sciences Degree*

Student Name/Date Began Program
Paralegal Degree Program

Core Required Courses—*Students must complete all 57 credits

Course #	Course Name	Credits	Term Completed (Quarter/Year)	Grade	Comments
CU 105	Word I, Excel I	5			
PLST 106	Legal Document Production	3			
PLST 149	Writing Basics for Paralegals	3			
PLST 150	Paralegal Fundamentals and Ethics	5			
PLST 151	Legal Research & Writing I	5			
PLST 152	Intro to Civil Law	5			
PLST 153	Civil Procedure I	5			
PLST 154	Computer Applications in the Law	3			
PLST 155	Health/Dealing with Stress	1			
PLST 156	Criminal Procedure for Paralegals	5			
PLST 232	Interviewing & Investigations	5			
PLST 233	Internship I	5			
PLST 239	Transition Planning	1			
PLST 251	Legal Research & Writing II	3			
PLST 253	Civil Procedure II	3			

General Education Requirements —*Students must complete all 35 credits

Course #	Course Name	Credits	Term Completed (Quarter/Year)	Grade	Comments
ENGL 101	College Freshman Comp	5			
	Sociology or Psychology on AA Distribution List	5			
	Political Science or History on AA Distribution List	5			
	Natural Science on AA Distribution List*	5			
	Multicultural course on AA Distribution List	5			
CMST& 220	Public Speaking	5			
	(In effect 6 22 09) Math 90 or Business Math	5			

*Note – ANTH 205 Biological Anthropology, BIOL 170, and BIOL 175 are the only natural science courses that do not require MATH 90 as a prerequisite or that will accept BUS 110 as the math prerequisite.

Legal Specialty Elective Courses —*Students must complete 9 credits

Course #	Course Name	Credits	Term Completed (Quarter/Year)	Grade	Comments
PLST 221	Family Law	3			
PLST 222	Probate/Estate Planning	3			
PLST 223	Alternative Dispute Resolution (ADR)	3			
PLST 224	Real Estate Law	3			
PLST 225	Bankruptcy Law	3			
PLST 226	Administrative Law	3			
PLST 228	Employment Law	3			
PLST 230	Business Organizations/Corporations	3			
PLST 231	Contracts/Commercial Transactions	3			
PLST 234	Internship II	5			
PLST 235	eDiscovery	3			

PLST courses must be completed with a grade of “C” or better.

Faculty Advisor Review/Date

Program Chair Approval/Date

Certificate*

***The Paralegal Preferred Pro-Certificate is awarded to students who have completed a Bachelor of Arts or Associate of Arts and Sciences degree and the 56 credits of paralegal certificate coursework.**

Required Courses—*Students must complete all 53 credits

Course #	Course Name	Credits	Term Completed (Quarter/Year)	Grade	Comments
CU 105	Word I, Excel I	5			
PLST 106	Legal Document Production	3			
PLST 150	Paralegal Fundamentals and Ethics	5			
PLST 151	Legal Research & Writing I	5			
PLST 152	Intro to Civil Law	5			
PLST 153	Civil Procedure I	5			
PLST 154	Computer Applications in the Law	3			
PLST 156	Criminal Procedure for Paralegals	5			
PLST 232	Interviewing & Investigations	5			
PLST 233	Internship I (*Prereq: See Student Internship Manual)	5			
PLST 239	Transition Planning	1			
PLST 251	Legal Research & Writing II	3			
PLST 253	Civil Procedure II	3			

Recommended but not required: PLST 149, CU 108

Legal Specialty Elective Courses —*Students must complete 3 credits

Course #	Course Name	Credits	Term Completed (Quarter/Year)	Grade	Comments
PLST 221	Family Law	3			
PLST 222	Probate/Estate Planning	3			
PLST 223	Alternative Dispute Resolution (ADR)	3			
PLST 224	Real Estate Law	3			
PLST 225	Bankruptcy Law	3			
PLST 226	Administrative Law	3			
PLST 228	Employment Law	3			
PLST 230	Business Organization/Corporations	3			
PLST 231	Contracts/Commercial Transactions	3			
PLST 234	Internship II	5			
PLST 235	eDiscovery	3			

PLST courses must be completed with a grade of “C” or better.

 Faculty Advisor Review/Date

 Program Chair Approval/Date