

Paralegal Associate of Applied Science

Full-Time, Fall Start

www.pima.edu/paralegal-aas

Prepare for entry-level paralegal or legal assistant positions with these programs approved by the American Bar Association. Learn to investigate legal cases, draft legal documents, prepare for trial, perform legal research and other law related projects the supervision of an attorney. Program may include a Paralegal Internship.

Title IV Financial Aid eligible: Yes

What can I do with this degree?

Career Options: Become a paralegal or legal assistant, title examiner, trust officer, contract manager, legal investigator, or perform a wide variety of functions in any time of court or corporation.

Academic Options: While this program was not designed to transfer to a 4-year university, it may apply toward Bachelor of Applied Science (BAS) or other programs.

CHOOSE YOUR COURSES WITH YOUR COLLEGE ADVISOR

Placement

Students must meet prerequisite standards before taking WRT 101 and to meet the Math Competency, required in the pathway below. If you are not prepared for these courses based on placement results you will need to take courses to build your skills prior to taking them. The sequence of courses follows.

Math: ICS 081 > MAT 092

Reading: ACL 080 > REA 091

Writing: ACL 080 > WRT 090 > WRT 101 (or WRT101S can replace both WRT 090 and WRT 101)

If a MAT course higher than MAT 106 is chosen additional coursework may be needed.

Semester Pathway

This pathway is a suggested sequence of courses for your program of study. Work with an advisor to develop a unique pathway for you based on your placement recommendations, any prior college courses and your specific situation.

General Education Note: When General Education (Gen. Ed.) credits are listed below, select from the appropriate General Education course list linked from the program website. Some programs recommend specific courses.

For this pathway, ensure that one Gen. Ed. course fulfills the C or G requirement.

Semester 1 - Fall (Semester Total: 16-17 credits)

CIS/CSA 104: Computer Fundamentals (3 credits)
or **CIS 120:** Computer Applications for Business (4 credits)

PAR 101: Introduction to Paralegal Careers (3 credits)

PAR 102: Civil Litigation Procedures I (3 credits)

POS 201: American National Government and Politics (3 credits)
or **POS 210:** National and State Constitutions (3 credits)

STU 100: College Success and Career planning (1 credit)

WRT 101: English Composition I (3 credits)

Semester 2 – Spring (Semester Total: 15-16 credits)

PAR 103: Legal Research (3 credits)

PAR Electives: PAR 207: Criminal Law and Procedures II (3 credits)

or **PAR 208:** Domestic Relations and Family Law (3 credits)

or **PAR 212:** Law Office Computerization (3 credits)

or **PAR 215:** Corporate Law Procedures (3 credits)

WRT 102: English Composition II (3 credits)

Gen. Ed.: CTE Mathematics and Science Requirement – see catalog for list of acceptable courses (3-4 credits)

Gen. Ed.: CTE Arts and Humanities Requirement see catalog for list of acceptable courses (3 credits)

Semester 3-Fall (Semester Total: 15 credits)

ACC 100: Practical Accounting Procedures (3 credits)

or **ACC 211:** Financial Accounting (3 credits)

PAR 104: Paralegal Ethics (3 credits)

PAR 106: Civil and Criminal Evidence (3 credits)

PAR 202: Civil Litigation Procedures II (3 credits)

PAR Elective: PAR 203: Tort Law Procedures (3 credits)

or **PAR 204:** Wills, Trusts and Estates (3 credits)

or **PAR 206:** Criminal Law and Procedures I (3 credits)

or **PAR 209:** Bankruptcy Procedures (3 credits)

or **PAR 217:** Real Estate Legal Procedures (3 credits)

Semester 4-Spring (Semester Total: 15 credits)

PAR 211: Legal Writing (3 credits)

PAR 213: Computer-Aided Legal Research (3 credits)

PAR Electives: three from PAR 207: Criminal Law and Procedures II (3 credits)

or **PAR 208:** Domestic Relations and Family Law (3 credits)

or **PAR 212:** Law Office Computerization (3 credits)

or **PAR 215:** Corporate Law Procedures (3 credits)

PROGRAM TOTAL: 61-63 credits

Program/Major Codes: **AASLEGALASST/LAS1**

Find more information about this program at:
www.pima.edu/paralegal-aas