

# Paralegal, A.A.

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The expanding role of the paralegal in the delivery of legal services has created increased opportunities with private law firms, corporate legal departments, insurance companies, real estate and title firms, banks, and government agencies. If you are interested in entering this career field, you should be aware that although the number of jobs for trained paralegals is rising, competition for these positions is increasing. A minimum of 18 hours of legal specialty courses must be taken at Johnson County Community College. Please contact Anita Tebbe for more information at <mailto:atebbe@jccc.edu>. The Legal Studies Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

PARALEGALS MAY NOT PROVIDE LEGAL SERVICE DIRECTLY TO THE PUBLIC, EXCEPT AS PERMITTED BY LAW.

The paralegal program at JCCC

- Has a challenging curriculum
- Requires that you possess excellent communication skills, analytical ability and a high level of motivation
- Is approved by the American Bar Association
- Is a selective admission program based on various academic and testing criteria

**IMPORTANT** - Students planning to graduate with a Paralegal degree must complete one of the approved cultural diversity courses. Some of the approved courses are able to meet both the cultural diversity requirement and a general education requirement. To see a complete list of approved courses, click on the link provided below.

Cultural Diversity Course Requirement (<http://catalog.jccc.edu/fall/degrecertificates/electives/cultural-diversity-courses-aa>)

## Suggested Sample Course Sequence

Students may take any number of courses each semester that will also allow them to fulfill their other personal and professional responsibilities.

(Major Code 264A; State CIP Code 22.0302)

- Paralegal (<http://www.jccc.edu/paralegal>)

## Associate of Arts Degree

### Prerequisites: Prior to admission

ENGL 121	Composition I*	3
LAW 121	Introduction to Law	3
LAW 123	Paralegal Professional Studies	1
Total Hours		7

### First Semester

LAW 125	Introduction to Legal Research*	1
SPD 120	Interpersonal Communication	3
or SPD 121	Public Speaking	
or SPD 125	Personal Communication	
Humanities Elective ^		3
Social Science and/or Economics Electives ^^		3
Science and Mathematics Electives ^^		3
Total Hours		13

^ Humanities Elective (<http://catalog.jccc.edu/fall/degrecertificates/electives/humanities-aa>)

^^ Social Science and/or Economics Elective (<http://catalog.jccc.edu/fall/degrecertificates/electives/social-sci-econ-aa>)

^^ Science and Mathematics Electives (<http://catalog.jccc.edu/fall/degrecertificates/electives/sci-and-math-aa>)

### Second Semester

Following admission to the paralegal program:

Paralegal Electives (see below)		3
ENGL 122	Composition II*	3

LAW 134	Introduction to Legal Technology*	3
LAW 132	Civil Litigation*	3
Total Hours		12

### Third Semester

Paralegal Electives (see below)		6
LAW 205	Legal Analysis and Writing*	3
Humanities Elective ^		3
Science and Mathematics Elective ^^		3
Health and/or Physical Education Elective ^^		1
Total Hours		16

^ Humanities Elective (<http://catalog.jccc.edu/fall/degreecertificates/electives/humanities-aa>)

^^ Science and Mathematics Electives (<http://catalog.jccc.edu/fall/degreecertificates/electives/sci-and-math-aa>)

^^ Health and/or Physical Education Elective (<http://catalog.jccc.edu/fall/degreecertificates/electives/health-and-or-physical-ed-aa>)

### Fourth Semester

Paralegal Electives (see below)		2
LAW 271	Legal Ethics, Interviewing and Investigation*	3
LAW 210	Advanced Legal Research*	3
LAW 201	Advanced Legal Technology*	3
Science and Mathematics Electives ^		3
Social Science and/or Economics Electives ^^		3
Total Hours		17

^ Science and Mathematics Electives (<http://catalog.jccc.edu/fall/degreecertificates/electives/sci-and-math-aa>)

^^ Social Science and/or Economics Elective (<http://catalog.jccc.edu/fall/degreecertificates/electives/social-sci-econ-aa>)

### Paralegal Electives

LAW 140	Alternative Dispute Resolution*	3
LAW 142	Torts*	3
LAW 148	Criminal Litigation*	3
LAW 152	Real Estate Law*	3
LAW 162	Family Law*	3
LAW 165	Forensic Science and the Law	3
LAW 171	Law Office Management*	3
LAW 175	Environmental Policy and Law	3
LAW 212	Business Organizations*	3
LAW 226	Immigration Law*	3
LAW 241	Wills, Trusts and Probate Administration*	3
LAW 245	Elder Law*	3
LAW 247	Intellectual Property Law*	3
LAW 266	Employment Law*	3
LAW 269	Bankruptcy Law*	3
LAW 270	Administrative Law*	3
LAW 275	Paralegal Internship I*	1
LAW 276	Paralegal Internship II*	1

**Total Program Hours: 65**