

Paralegal Studies

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Paralegals (also known as "legal assistants") work under the supervision of an attorney and assist in the delivery of legal services.

Paralegals do substantive legal work the supervising attorney would otherwise do; however, the paralegal is not an attorney. A paralegal generally may not provide legal services directly to the public, except as permitted by law.

Paralegals perform such functions as:

- Interviewing clients and witnesses
- Drafting legal documents
- Conducting legal research
- Accompanying the attorney to court hearings

Paralegals must have excellent reading, writing and speaking skills, the ability to think logically, and the integrity to uphold the high ethical standards of the legal profession.

What Will I Learn?

The successful student will:

- produce transactional and litigation documents of acceptable quality as determined using a grading rubric.
- demonstrate knowledge of the court system organization and the litigation process.
- demonstrate an understanding of the principles of ethical practice when given hypothetical scenarios.

What Can I Do with This Course of Study?

Paralegals work in a variety of settings, including:

- Law offices
- Government agencies
- Community legal services programs
- Corporate offices
- Consumer organizations

AAS: Paralegal Studies

Foundations: These are the courses students need in order to progress in their career/college pathway, as they either provide a certificate or lay the groundwork for moving to the next set of courses.

Course	Course Title	Counts Toward Certificate
ENGL 1301	English Composition	BB1, LS1
ACNT 1302	Introduction to Accounting	BB1, LS1

BCIS 1305	Business Computer Applications	BB1, LS1
SPCH 1321	Business and Professional Speech	BB1, LS1
POFT 1328	Business Presentations	BB1, LS1

Knowledge Building: These courses further the students' knowledge in the area of study and increase their preparation for the degree completion.

Course	Course Title	Counts Toward Certificate
LGLA 1307	Introduction to Law and the Legal Professions	LS1,
LGLA 1219	Paralegal Ethics	LS1
LGLA ELECTIVE	Suggested: LGLA 1351* LGLA 1351 counts toward the degree/certificates. Other Options for Degree Only: LGLA 1317 or LGLA 1343	LS1
ENGL 1302	English Composition	LS1
GOVT 2305	Federal Government	LS1

Completion: These are the courses the student needs in order to complete the degree plan and prepare to enter the workforce.

Course	Course Title	Counts Toward Certificate
LGLA 1355	Family Law	
LGLA 2309	Real Property	
LGLA 1353	Wills, Trusts, and Probate Administration	
LGLA ELECTIVE	Suggested: LGLA 2303 LGLA 2303 also counts toward PA1 certificate Other Options for Degree only: LGLA 2305, LGLA 2307, LGLA 2311, LGLA 2323	
LPSci/MATH	Suggested: Math 1332 or ENVR 1401 Other Options: Any core option in Life/Physical Science/Math	
LGLA 1301	Legal Research and Writing	
LGLA ELECTIVE	Suggested: LGLA 2313 or LGLA 2388*Either of these courses count	LS1

	toward the degree/ certificates (LS1/PA1). Other Options for Degree only: LGLA 2337 or LGLA 2388
LGLA 1345	Civil Litigation
LGLA Capstone: LGLA 2333 Or LGLA 2389	Advanced Legal Document Preparation OR Internship: Legal Assistant/Paralegal
Creative Arts/LPC	Suggested: HUMA 1301, ARTS 1303 or ARTS 1304 Other Options: Any core option in Creative Arts/ Language, Philosophy or Culture

BB1: Certificate of Completion — Basic Business

Foundations: These are the courses students need in order to progress in their career/college pathway, as they either provide a certificate or lay the groundwork for moving to the next set of courses.

Course	Course Title	Counts Toward Certificate
ACCT 2401	Principles of Accounting I– Financial	BB1
BCIS 1305	Business Computer Application	BB1
ENGL 1301	English Composition I	BB1
SPCH 1321	Business & Professional Communication	BB1
POFT 1328	Business Presentations	BB1

LS1: Certificate of Completion — Legal Support Staff

Foundations: These are the courses students need in order to progress in their career/college pathway, as they either provide a certificate or lay the groundwork for moving to the next set of courses.

Course	Course Title	Counts Toward Certificate
ENGL 1301	English Composition	LS1
ACNT 1303	Introduction to Accounting	LS1
BCIS 1305	Business Computer Applications	LS1
SPCH 1321	Business and Professional Speech	LS1
POFT 1328	Business Presentations	LS1

Knowledge Building: These courses further the students' knowledge in the area of study and increase their preparation for the degree completion.

Course	Course Title	Counts Toward Certificate
LGLA 1307	Introduction to Law and the Legal Professions	LS1
LGLA 1219	Paralegal Ethics	LS1
LGLA ELECTIVE	Suggested: LGLA 1351	LS1
ENGL 1302	English Composition	LS1
GOVT 2305	Federal Government	LS1

PA1: Certificate of Completion — Paralegal Studies

Prerequisite: Baccalaureate degree or junior standing in a baccalaureate degree program.

Foundations: These are the courses students need in order to progress in their career/college pathway, as they either provide a certificate or lay the groundwork for moving to the next set of courses.

Course	Course Title	Counts Toward Certificate
LGLA 1307	Introduction to Law and the Legal Professions	PA1
LGLA 1301	Legal Research and Writing	PA1
LGLA 2303	Torts and Personal Injury Law	PA1

Knowledge Building: These courses further the students' knowledge in the area of study and increase their preparation for the certificate.

Course	Course Title	Counts Toward Certificate
LGLA 1345	Civil Litigation	PA1
LGLA 2309	Real Property	PA1
LGLA ELECTIVE	Suggested: LGLA 1351 This course is suggested, as it counts toward the degree.	PA1

Completion: These are the courses the student needs in order to complete the degree plan and prepare to enter the workforce.

Course	Course Title	Counts Toward Certificate
LGLA ELECTIVE	Suggested: LGLA 1353 or LGLA 1355	PA1

One of these courses is suggested, as they count toward the degree.

LGLA Capstone: LGLA 2333 Or LGLA 2389	Advanced Legal Document Preparation OR Internship: Legal Assistant/Paralegal	PA1
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Paralegal Quick Facts

Average hourly wage, Gulf Coast: \$27/hr.
(Source: Texas Workforce Commission)

Education: Associate degree

Work environment: Law firms, corporate law departments, banks, insurance companies, criminal justice system. Graduates have skills that are attractive to employers outside of the legal field.

Job description:

- Interview clients and witnesses
- Draft legal documents
- Conduct legal research
- Assist attorneys at court hearings

Links

- [State Bar of Texas, Paralegal Division](#)
- [Bureau of Labor Statistics – Occupational Outlook Handbook](#)

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