



## COLLEGE OF PROFESSIONAL STUDIES

# ASSOCIATE OF SCIENCE IN PARALEGAL STUDIES

## Start Your Career in Law as a Paralegal

As a paralegal, you'll be recognized as an important member of a powerful legal team. You'll get to dig deep into the facts of cases, research laws and regulations, prepare legal memoranda, arrange evidence and documents for attorneys, and much more. Paralegals are highly capable legal professionals, and although they do many things attorneys do, their services are less expensive so more and more firms are using them to keep costs down. If you're interested in pursuing a career in law, starting by earning an associate's degree as a paralegal will allow you to work in the profession for a few years to gain experience and save money for more education.

### Program highlights:

- American Bar Association (ABA)-approved program
- Understand your role and responsibilities as a paralegal in a law firm
- Become adept at investigation, research, and interviewing of clients and witnesses
- Develop the written and oral skills needed in a reputable legal environment
- Understand the ethical standards and how they apply to paralegals in jurisprudence

**Paralegals may not provide legal services directly to the public, except as permitted by law.**

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## MAJOR IN PARALEGAL STUDIES

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The Associate of Science in Paralegal Studies degree is designed to provide students with a solid foundation of professional legal studies leading to a career as a paralegal or legal assistant. The course work and accompanying credits in this program may be transferred to the Bachelor of Science or a professional certificate in Paralegal Studies if all other requirements for admission are met. This degree is offered and ABA-approved only at the Los Angeles and Woodland Hills campuses and housed within the School of Professional Studies.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Describe the role of the paralegal in the American legal system.
- Analyze the basic issues of a legal problem.
- Develop paralegal skills in investigation, legal research, and client and witness interviews.
- Identify common paralegal tasks in substantive areas of the law.
- Develop written and oral communication skills in a legal environment.
- Explain how ethical standards generally apply to paralegals in the practice of law.

### Degree Requirements

To receive an Associate of Science degree in Paralegal Studies, students must complete at least 90 quarter units, including 49.5 quarter units of legal specialty courses, one 4.5 quarter unit course of English for Professionals, and the required minimum of 35.5 units of the Associate of Science General Education as specified in the University catalog. Please note a minimum of 27 quarter units of general education course work (across at least three disciplines such as social science, natural science, mathematics, humanities, foreign language, and English) is required by the American Bar Association.

All lower-division general education courses must be completed at National University or another regionally-accredited institution. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree. All students receiving an undergraduate degree in Nevada are required by state law to complete a course in Nevada Constitution.

### Requirements for the Major

(12 courses; 54 quarter units)

PLA 200	Legal Theory & Ethics
PLX 2100X	Torts
PLA 201	English for Professionals
PLX 2101X	Leg. Res. Wrtg.-Briefing/Analysis
PLX 2102X	Contracts
PLX 2103X	Leg. Res. Wrtg.-Legal Memo
PLA 202	Property
PLA 203	Leg. Res. Wrtg.-Persuasive Wrtg..
PLX 2105X	Computers & the Law
PLA 303	Law Office Administration
PLA 318	Remedies & Dispute Resolution
	<i>Prerequisite: PLA 202, PLX 2100X and PLX 2102X</i>
PLA 325	Litigation I

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