

GLOUCESTER COUNTY COLLEGE
BUSINESS AND TECHNOLOGY DIVISION

GRADUATION CONTROL SHEET

PARALEGAL
Paralegal Program - Career
Associate in Applied Science (A.A.S.)

The Paralegal Program provides students with specialized legal training enabling them to: gather and analyze facts relevant to legal disputes, perform legal research, assist attorneys in drafting legal documents, and prepare witnesses and evidence for presentation at legal proceedings. Employment opportunities for graduates may be found in law offices, government agencies, banks, insurance firms, trade associations and a variety of public and private organizations. The paralegal may not practice law.

<u>FIRST YEAR - Fall Semester</u>			<u>Credits</u>
_____	COM 101	English Composition I	3
_____	PLG 101	Introduction to Legal Studies	3
_____	BUS 107	Business Law I	3
_____	MAT 100	Foundations of Mathematics I	3
_____	MAT _____	Mathematics Elective	3
_____	COA 101	Keyboarding I	2
_____	_____	Humanities Elective *	3
			17
<u>Spring Semester</u>			
_____	COM 102	English Composition II	3
_____	PLG 102	Litigation and Civil Procedure	3
_____	POL 102	American State and Local Government **	3
_____	CIS 102	Introduction to Computers	3
_____	CIS 101	Computer Literacy	3-4
_____	PLG 103	Legal Research and Writing	3
			15-16
<u>SECOND YEAR - Fall Semester</u>			
_____	PLG 206	Business Organization, Government Regulation & Bankruptcy	3
_____	PLG 104	Torts	3
_____	PLG 210	Property Transactions	3
_____	PLG 207	Family/Domestic Law	3
_____	COA 242	WordPerfect ***	3
_____	BUS 102	Accounting I	4
_____	HPE _____	Physical Education Elective	1-3
			17-19
<u>Spring Semester</u>			
_____	_____	Humanities Elective ****	3
_____	PLG 209	Legal Assistant Practicum	3
_____	_____	Mathematics/Science Elective	3-4
_____	PLG 205	Wills, Trusts and Estate Planning	3
_____	PLG 212	Legal Document Preparation	3
			15-16
<u>TOTAL MINIMUM CREDITS:</u>			64-68

* SPE 101-Oral Communication recommended.
 ** POL 101 American Federal Government may be substituted.
 *** COA 243 may be substituted.
 ****Philosophy or Literature recommended.

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REQUIRED CORE AND ELECTIVE COURSES

		<u>Credits</u>
<u>Communications</u>		
English Composition I	COM 101	3
English Composition II	COM 102	3
<u>Social Sciences</u>		
American State and Local Government	POL 102	3
<u>Humanities</u>		
Humanities Electives	___ ___	3
	___ ___	3
<u>HPE</u>		
Physical Education Elective	HPE ___	1-3
<u>Mathematics</u>		
Foundations of Mathematics	MAT 100	3
Mathematics Elective	MAT ___	3
<u>Science</u>		
Mathematics/Science Elective	___ ___	3-4
<u>Business</u>		
Accounting I	BUS 102	4
Business Law I	BUS 107	3
Introduction to Computers	CIS 102	3
Computer Literacy	CIS 101	3-4
Keyboarding I	COA 101	2
WordPerfect	COA 242	3
<u>Paralegal</u>		
Introduction to Legal Studies	PLG 101	3
Litigation and Civil Procedure	PLG 102	3
Legal Research and Writing	PLG 103	3
Business Organization, Government Regulation & Bankruptcy	PLG 206	3
Torts	PLG 104	3
Wills, Trusts and Estate Planning	PLG 205	3
Family/Domestic Law	PLG 207	3
Legal Assistant Practicum	PLG 209	3
Property Transactions	PLG 210	3
Legal Document Preparation	PLG 212	3
<u>TOTAL MINIMUM CREDITS:</u>		64