

PARALEGAL STUDIES, A.A.S.

Location(s): AL
NOVA Code: 2600

Purpose

The curriculum is designed to provide an individual with a sufficient level of knowledge, understanding, and proficiency to perform the tasks associated with meeting a client's needs. These tasks can be performed by a trained, non-lawyer assistant working under the direction and supervision of a lawyer. A paralegal or legal assistant will have a basic understanding of the general processes of American law, along with the knowledge and proficiency required to perform specific tasks under the supervision of a lawyer in the fields of civil and criminal law. Occupational objectives include employment in corporate law firms, government agencies, and any of the varied law-related fields. Paralegals or legal assistants are prohibited by law from offering legal services directly to members of the public.

Advising Note

It is strongly recommended that students meet with an advisor before enrolling in classes or as early as possible in their first semester of enrollment.

Completion Requirements

To remain in the program, students must complete each of the legal specialty (LGL) courses in the program with a "C" or higher. Students must complete LGL 110 Introduction to Law And The Paralegal Assistant during their first semester of enrollment and complete the other legal specialty (LGL) courses in the order outlined. Course substitutions are made on a case-by-case basis. In all cases, the grade for substituted courses must be a "C" or higher.

Special Approval Status

The Paralegal Studies Program is approved by the American Bar Association.

Transfer from Other Institutions

Students must complete 25 percent (17 credits) of their coursework at NOVA. Program guidelines require that at least 50 percent of legal specialty (LGL) credits be completed at NOVA. In addition, ABA guidelines require that at least 9 of those credits be taken in traditional (face-to-face) or synchronous remote (Zoom) format. The Paralegal Studies Program accepts the transfer of legal specialty courses completed at other institutions as long as those institutions are regionally accredited and the program director determines that the course objectives and practical skills are comparable to the courses offered in NOVA's Paralegal Studies Program. In all cases, the grade for transfer courses must be a "C" or higher.

Two Years

Course	Title	Credits
1st Semester		
ENG 111	College Composition I	3
LGL 110	Introduction to Law And The Paralegal	3
LGL 117	Family Law	3
LGL 125	Legal Research	3
PHI 111	Logic ¹	3

SDV 100 or SDV 101	College Success Skills or Orientation to:	1
Credits		16
2nd Semester		
ENG 112	College Composition II	3
LGL 126	Legal Writing	3
LGL 215	Torts	3
LGL 218	Criminal Law	3
Select one of the following: ²		3-4
MTH 154	Quantitative Reasoning	
MTH 155	Statistical Reasoning (or Higher)	
Physical or Life Science Elective w/Lab (https://catalog.nvcc.edu/general-education-electives/#ge_phy_life_sci_elec)		
Credits		15-16
3rd Semester		
ITE 152	Introduction to Digital and Information Literacy and Computer Applications	3
LGL 115	Real Estate Law	3
LGL 217	Trial Practice & Law of Evidence	3
LGL 235	Legal Aspects of Bus. Organizations	3
PSY 200 or SOC 200	Principles of Psychology or Introduction to Sociology	3
Credits		15
4th Semester		
Select one of the following Approved Electives: ³		3
LGL 250	Immigration Law	
LGL 295	Topics in (Constitutional Law)	
LGL 298	Seminar And Project (Capstone in Paralegal Studies)	
LGL 290	Coordinated Internship	
CST 110	Introduction to Human Communication	3
LGL 225	Estate Planning & Probate	3
LGL 230	Legal Transactions	3
Social/Behavioral Sciences Elective (https://catalog.nvcc.edu/general-education-electives/#ge_soc_beh_sci_elec)		3
Credits		15
Total Credits		61-62

¹ May substitute with a humanities/fine arts courses listed under General Education Electives (<https://catalog.nvcc.edu/general-education-electives/>).

² May substitute any higher-level mathematics course or a science course (BIO, CHM, ENV, GOL, NAS, PHY).

³ Students may also consider the following non-program electives: ADJ 105 The Juvenile Justice System or ITN 267 Legal Topics in Network Security.