

LEGAL STUDIES (AAS)

Public Service

Program website (<https://www.harpercollege.edu/academics/public-service/legal-studies/legal-studies-degree.php>)

Program Overview

The 60 credit-hour program is designed to prepare men and women as technically qualified assistants to a lawyer. Under the supervision of a lawyer, the paralegal/legal assistant may perform such functions as legal research, investigation, detail work with regard to probate matters, preparation of tax forms and returns, searching public and court records, office management, library service, bookkeeping, serving and filing legal documents and preparing legal forms.

Students pursuing this degree program should be aware that the American Bar Association requires that a minimum nine (9) credit hours must be completed face-to-face or in a synchronous/live online modality.

Program Requirements

First Semester		Hours
ENG 101	Composition I	3
LGS 101	Introduction to Legal Studies	3
PSY 101	Introduction to Psychology ⁺	3
Mathematics ¹		3
AAS General Education elective(s) (https://catalog.harpercollege.edu/catalog/programs/aas-general-education-electives/) ²		3
Hours		15
Second Semester		Hours
ENG 103	Technical and Report Writing	3
LGS 103	Litigation	3
LGS 115	Legal Research and Writing	3
LGS 123	Real Property Law	3
LGS 201	Tort Law	3
Hours		15
Third Semester		Hours
LGS 105	Family Law	3
LGS 205 or LGS 215	Contract Law ³ or Today's Law Office	3
LGS 210	The Law of Business Organizations	3
PSC 101	American Politics and Government	3
SOC 101	Introduction to Sociology	3
Hours		15
Fourth Semester		Hours
LEJ or LGS electives (p. 1)		6
LGS 110	Law Office Technology	3
LGS 205 or LGS 208	Contract Law ³ or Internship in Legal Studies	3
LGS 216	Ethics, Legal Writing and the Law Office	3
Hours		15
Total Hours		60

+ This course meets the World Cultures and Diversity graduation requirement.

¹ The mathematics requirement for this degree can be met with MGT 150 (Business Math) or Math Competency. See Math Competency options (<https://www.harpercollege.edu/testing/docs/math-competency-options.php>) for information. Students who use Math Competency to meet the mathematics requirement must complete an additional three credit-hour AAS General Education elective. See full list of AAS General Education Electives. (<https://catalog.harpercollege.edu/catalog/programs/aas-general-education-electives/>)

² One 3-credit hour AAS General Education elective is required. See full list of AAS General Education Electives (<https://catalog.harpercollege.edu/catalog/programs/aas-general-education-electives/>).

³ LGS 205 is required to be taken in either the third or fourth semester. LGS 215 or LGS 208 is required for individuals without any legal experience. Individuals with legal experience may substitute another LGS course with Coordinator approval.

Electives

Code	Title	Hours
LEJ 201 or LEJ 202	Criminal Law ¹ Criminal Procedures	3
LGS 206	Environmental Law	3
LGS 208	Internship in Legal Studies	3
LGS 212	Law Office Management	3
LGS 215	Today's Law Office	3
LGS 221	Bankruptcy Law	3
LGS 222	Intellectual Property	3
LGS 224	Commercial Real Estate Law	3
LGS 225	Immigration Law	3
LGS 230	Topics in Legal Studies	1-6

¹ Prerequisite of LEJ 101 will be waived for Legal Studies degree students.

Program Learning Outcomes

Students who successfully complete the Paralegal Studies Program will be able to:

- perform legal research and writing projects, such as a Law Office Memorandum.
- understand the legal and ethical requirements associated with the practice of law.
- complete major research projects utilizing Westlaw.
- understand the role of the paralegal in the law office and how a paralegal can assist an attorney in the practice of law.
- understand the litigation process and be able to draft pleadings and other documents commonly utilized in litigation.
- demonstrate effective critical analysis, resolution of legal problems and the ability to communicate these results in a clear and effective manner, both orally and in writing.
- effectively organize documents needed in the prosecution or defense of a lawsuit.
- understand common computer terminology utilized in the practice of law.

2 Legal Studies (AAS)

- demonstrate competency in using law office technology.
- demonstrate the skills necessary to gain employment.