The Associates of Applied Science in Paralegal is designed to prepare students to perform specialize, delegated, substantive legal work for a lawyer, law office, corporation, government agency, or other entity. The Paralegal Studies program offers students training and skills in preparing legal reports and documents, legal correspondence, research, drafting letters, questions for interrogators, legal memoranda, briefs, pleadings, contracts and wills. Students are prepared for entry-level employment as legal office assistants or managers, or can directly involved in interviewing, research, and casework as paralegals in either the public or private sector. Upon completion an Associate of Applied Science Degree in Paralegal is awarded.

<table>
<thead>
<tr>
<th>PREFIX/NUMBER</th>
<th>COURSE REQUIREMENTS</th>
<th>THEORY/LAB/PRACTICUM</th>
<th>QUARTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLPL100</td>
<td>Introduction to Law and Paralegal Studies Online</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL101</td>
<td>Office Procedures and Practices Online</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL102</td>
<td>Probate Administration and Estate Planning Online</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL103</td>
<td>Tort Law Online</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL104</td>
<td>Family Law Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL105</td>
<td>Real Estate Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL106</td>
<td>Criminal Law Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL107</td>
<td>Technology in the Law Office Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL208</td>
<td>Legal Writing and Analysis Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL209</td>
<td>Civil Litigation Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLPL210</td>
<td>Contract Law Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLGED201</td>
<td>Introduction to College Mathematics Online</td>
<td>90/0</td>
<td>9.0</td>
</tr>
<tr>
<td>OLGED202</td>
<td>Introduction to Computer Science Online</td>
<td>45/0</td>
<td>4.5</td>
</tr>
<tr>
<td>OLGED203</td>
<td>Introduction to Psychology Online</td>
<td>45/0</td>
<td>4.5</td>
</tr>
<tr>
<td>OLGED204</td>
<td>English Composition I Online</td>
<td>45/0</td>
<td>4.5</td>
</tr>
<tr>
<td>OLGED205</td>
<td>English Composition II Online</td>
<td>45/0</td>
<td>4.5</td>
</tr>
</tbody>
</table>

TOTAL 765/495 98.5

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 WEEKS

* Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
COURSE DESCRIPTIONS

OLPL100: INTRODUCTION TO LAW & PARALEGAL STUDIES ONLINE
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs, 6.5 credits
This course gives a general perspective of the legal system and the role of the paralegal within the system with regard to structure of the court system, administrative agencies, private law firms and the public sector.

OLPL101: OFFICE PROCEDURES AND PRACTICES ONLINE
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs, 6.5 credits
This course focuses on the day-to-day operations of a legal office. Ethical principles relating to paralegals including the unauthorized practice of law and client confidentiality is addressed. Correct procedures used by paralegals in a legal setting will also be included.

OLPL102: PROBATE ADMINISTRATION AND ESTATE PLANNING ONLINE
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs, 6.5 credits
This course introduces students to wills, trusts, and intestacy and gives an analysis of estate administration and accounting. The student will learn to interview clients and obtain information for drafting documents.

OLPL103: TORT LAW ONLINE
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs, 6.5 credits
This course is designed to give students general knowledge and understanding of the legal principles of tort law such as negligence, strict liability, intentional torts, and the various forms of damages.

OLPL104: FAMILY LAW ONLINE
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs, 6.5 credits
Prerequisites: OLPL100 Online-OLPL103 Online
This course introduces family law practice principles relating to marriage, divorce, annulment, custody and support, adoption, name change, guardianship, paternity, and other aspects of family law.

OLPL105: REAL ESTATE ONLINE
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs, 6.5 credits
Prerequisites: OLPL100 Online-OLPL103 Online
This course is an introduction to Real Estate Law, covering topics such as property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, deeds, mortgages or deeds of trust, settlement concepts, leasing and other property concepts.

OLPL106: CRIMINAL LAW ONLINE
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs, 6.5 credits
Prerequisites: OLPL100 Online-OLPL103 Online
This course surveys basic principles of criminal law including rights of the accused, certain constitutional issues and the relationship of practices of the law office with those issues.

OLPL107: TECHNOLOGY IN THE LAW OFFICE ONLINE
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs, 6.5 credits
Prerequisites: OLPL100 Online-OLPL103 Online
This course provides an introduction to computer hardware and software fundamentals, including an overview of traditional law office software, specialty law office and case management software, and litigation support software. Methods for learning and keeping current with software updates and changes will be explored.

OLPL208: LEGAL WRITING & ANALYSIS ONLINE
Lecture hrs: 45, Lab hrs 45, Other: 0
90 hrs. 6.5 credits
Prerequisites: OLPL100 Online-OLPL107 Online
This course focuses on the enhancement of legal writing skills and advanced legal research.
Emphasis is given to preparation of appellate briefs, pleadings, interoffice memoranda, and other formal documents and reference citations in legal libraries as well as drafting legal memoranda.

**OLPL209: CIVIL LITIGATION ONLINE**
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs. 6.5 credits
Prerequisites: OLPL100 Online-OLPL107 Online
This course teaches students the principles of litigation, the organization of the court system, and prepares them to interview clients and witnesses, draft legal documents, and prepare materials for discovery and trials.

**OLPL210: CONTRACT LAW ONLINE**
Lecture hrs: 45, Lab hrs: 45, Other: 0
90 hrs. 6.5 credits
Prerequisites: OLPL100 Online-OLPL107 Online
This course examines the principles of contract law. Contract litigation is also covered in this course. Each presented rule of law is explained through theory, example, and exercises that actively involve students. Students will also draft various types of contracts using basic

**OLGED201: INTRODUCTION TO COLLEGE MATHEMATICS ONLINE**
THEORY-90 LAB-0 (45HOURS)
TOTAL QUARTER CREDIT HOURS-9.0
Introduction to College Mathematics Online covers basic math topics such as solving for whole numbers and equations, understanding proper and improper fractions, converting decimals and figuring percentages. Other topics covered include calculating simple interest, annuities, loan amortization, checkbook reconciliation, and business statistical problems such as mean, median and mode.

**OLGED202: INTRODUCTION TO COMPUTER SCIENCE ONLINE**
THEORY-45 LAB-0 (45HOURS)
TOTAL QUARTER CREDIT HOURS-4.5
This course introduces the various information and communications technologies and explains how information systems are used to solve problems.

**OLGED203: INTRODUCTION TO PSYCHOLOGY ONLINE**
THEORY-45 LAB-0 (45HOURS)
TOTAL QUARTER CREDIT HOURS-4.5
This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

**OLGED204: ENGLISH COMPOSITION I ONLINE**
THEORY-45 LAB-0 (45HOURS)
TOTAL QUARTER CREDIT HOURS-4.5
This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

**OLGED205: ENGLISH COMPOSITION II ONLINE**
THEORY-45 LAB-0 (45HOURS)
TOTAL QUARTER CREDIT HOURS-4.5
This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.