

LEGAL STUDIES FOR THE PARALEGAL: AAS

Associate in Applied Science | 60 credit hours minimum

Area of Interest: Education, Public Service, and Social Sciences

Program Website (<https://stlcc.edu/programs-academics/pathways/s-b-s-h-s-e/legal-studies-for-the-paralegal/>)

Academic Advising (<https://stlcc.edu/admissions/advising/>)

Program Description:

The Associate in Applied Science in Legal Studies for the Paralegal degree at St. Louis Community College is the oldest Paralegal degree program in the United States. It prepares and enhances student knowledge and skills for careers in the paralegal profession. Students develop a basic legal vocabulary and gain an understanding of Federal and Missouri statutes, cases, regulations and court systems. Students will be able to describe the legal process as well as study concepts from various specific areas of law. Students develop skills in analyzing legal problems, drafting/preparing legal documents and enhancing their professional development.

Persons interested in this program should have an interest in the law. They should be self-motivated, able to work without supervision and have good oral and written communication skills.

Graduates are qualified for positions as paralegals in private law firms, corporations, government agencies, and other businesses.

Locations. This program is offered at Meramec by taking a mixture of face-to-face and online courses.

Related Programs. The Legal Studies Department offers a certificate in the following area:

Legal Studies for the Paralegal, Certificate of Proficiency (<http://catalog.stlcc.edu/programs/legal-studies-paralegal-certificate-proficiency/>)

Cost of Attendance. For more information on cost of attendance visit MoSCORES (<https://scorecard.mo.gov/Search/>).

Program Career and Salary Information. Pursuant to Missouri HB 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at St. Louis Community College can be found at the following URL: <https://scorecard.mo.gov/scorecard/> (https://www.google.com/url?q=https://scorecard.mo.gov/scorecard/&sa=D&ust=1555536894857000&usq=AFQjCNG1xf3E_i2lO96zEytILO-s5xaJCQ). Search using School / Program "St. Louis Community College" and choose the degree or credential type of interest.

The following limitations to the data apply: Information provided is based on the most recent cohorts available. Typically, most recent cohorts for wage and completion data are six years prior to the current academic year. Time to complete a program of study varies depending on the number of credit hours students earn per semester.

Interested in this program? Start the enrollment process by visiting the Apply to STLCC (<https://www.stlcc.edu/admissions/apply-to-stlcc/>) page.

At the completion of the program, students are expected to:

1. draft legal documents while demonstrating appropriate grammar.
2. analyze legal documents as well as other case matter resources to identify and summarize relevant materials for the case.
3. examine case matter and identify appropriate research resources as well as analyze research results to support case matter while demonstrating appropriate grammar.
4. identify and assemble legal documents and court forms required for case matter.
5. implement appropriate management of clients and case matters including calendar control, file management and billing.
6. formulate an action plan to facilitate the resolution of the case matter and implement plan to conclusion of the case.
7. select opportunities to pursue professional development while demonstrating appropriate communication skills.
8. describe fundamental elements involved in the conduct of business.
9. demonstrate effective written and oral communication skills.

Missouri Civics Examination. Students entering college for the very first time in fall 2019 and who intend to complete an associate's degree must successfully complete a civics examination. Information on who is eligible for a waiver can be found on the STLCC website (<https://stlcc.edu/programs-academics/missouri-civics-exam.aspx>).

Program of Study

| Code | Title | Credit Hours |
|---|--|--------------|
| General Education | | |
| ENG 101 | College Composition I (MOTR ENGL 100) | 3 |
| ENG 103 | Report Writing (MOTR ENGL 110) (recommended) | 3 |
| or ENG 102 | College Composition II (MOTR ENGL 200) | |
| XXX xxx | CORE 42 Natural Science or MTH 140 or higher | 3 |
| XXX xxx | Social & Behavioral Sciences: Civics Requirement (http://catalog.stlcc.edu/general-education/) | 3 |
| COM xxx | CORE 42 Communications Elective ¹ | 3 |
| Program Requirements | | |
| PSY 200 | General Psychology (MOTR PSYC 100) | 3 |
| or SOC 103 | Work and Society | |
| BUS 101 | Small Business Management (recommended) | 3 |
| or BUS 104 | Introduction to Business Administration | |
| BUS xxx | Business Electives ² | 6 |
| LGL 110 | Introduction to Law | 3 |
| LGL 111 | Law Office Management | 3 |
| LGL 113 | Computers and the Law | 3 |
| LGL 217 | Legal Research | 3 |
| LGL 218 | Legal Writing | 3 |
| LGL 235 | Civil Litigation | 3 |
| LEGAL ELECTIVES | | |
| Select 15 credit hours of the following: | | 15 |
| Group I Electives (select at least two courses from the Group I Electives) | | |
| LGL 112 | Contract Law | |
| LGL 202 | Wills, Trusts, and Probate | |

| | |
|---------------------------|--|
| LGL 211 | Tort Law |
| LGL 228 | Family Law |
| Group II Electives | |
| LGL 205 | Real Estate Law |
| LGL 206 | Administrative Law |
| LGL 230 | Employment Law |
| LGL 236 | Topics in Law |
| LGL 240 | Advanced Civil Litigation |
| LGL 280 | Paralegal Clinical Studies ³ |
| LGL 290 | Workplace Learning: Paralegal ³ |
| Total Credit Hours | |
| 60 | |

¹ Select from COM 101, COM 107 or COM 201.

² Select from ACC 100, IS 116, MGT 120, MKT 104 or MKT 203.

³ Student cannot receive credit for both LGL 280 and LGL 290 (or LGL 219).

Full-Time Academic Plan

Missouri Civics Examination. Students entering college for the very first time in fall 2019 and who intend to complete an associate's degree must successfully complete a civics examination. Information on who is eligible for a waiver can be found on the STLCC website (<https://stlcc.edu/programs-academics/missouri-civics-exam.aspx>).

PLEASE NOTE: If you originally enrolled at STLCC prior to Fall 2024, you may need to view an archived catalog (<https://www.stlcc.edu/programs-academics/course-catalog/>) for your correct program requirements. Please speak with an advisor or the program coordinator for more information.

| Code | Title | Hours | Prerequisites | Milestones/Notes |
|---|--|-----------|---|-------------------------|
| First Year | | | | |
| Fall | | | | |
| ENG 101 | College Composition I (MOTR ENGL 100) | 3 | Placement score or ENG 030 or ENG 070 with a grade of "C" or better or recommendation of department and Reading Proficiency or concurrent enrollment in RDG 079 | |
| PSY 200 or SOC 103 | General Psychology (MOTR PSYC 100) or Work and Society | 3 | Reading Proficiency or concurrent enrollment in RDG 079 | |
| LGL 110 | Introduction to Law | 3 | Reading Proficiency | |
| LGL 113 | Computers and the Law | 3 | Reading Proficiency | |
| MOTR Natural Science or MTH 140 or higher | | 3 | | |
| | Credit Hours | 15 | | |
| Spring | | | | |
| ENG 103 or 102 | Report Writing (MOTR ENGL 110) or College Composition II (MOTR ENGL 200) | 3 | ENG 101 with a minimum grade of "C" and Reading Proficiency | ENG 103 is recommended. |
| LGL 235 | Civil Litigation | 3 | LGL 110 or LGL 108 with a minimum grade of "C" and Reading Proficiency | |
| XXX xxx | Social & Behavioral Sciences: Civics Requirement (http://catalog.stlcc.edu/general-education/) | 3 | | |
| LGL 111 | Law Office Management | 3 | Reading Proficiency | |
| COM 101 or 107 or 201 | Oral Communication I (MOTR COMM 100) or Public Speaking (MOTR COMM 110) or Interpersonal Communication (MOTR COMM 120) | 3 | Concurrent enrollment in ENG 070 or Reading Proficiency | |
| | Credit Hours | 15 | | |
| Second Year | | | | |
| Fall | | | | |
| LGL 217 | Legal Research | 3 | LGL 110 or LGL 108 with a minimum grade of "C", ENG 100 or ENG 101 with a minimum grade of "C", and Reading Proficiency | Take first 8 weeks |

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|--|--|-----------|---|------------------------------------|
| LGL 218 | Legal Writing | 3 | LGL 217 with a minimum grade of "C" and Reading Proficiency | Take second 8 weeks |
| BUS 101 or 104 | Small Business Management or Introduction to Business Administration | 3 | Reading Proficiency | BUS 101 is recommended. |
| ACC 100 or MGT 120 or MKT 104 or MKT 203 or IS 116 | Applied Accounting or Managerial Leadership or Principles of Selling or Principles of Marketing or Computer Literacy | 3 | Reading Proficiency | |
| LGL 112 or 202 or 211 or 228 | Contract Law or Wills, Trusts, and Probate or Tort Law or Family Law | 3 | Reading Proficiency | |
| | Credit Hours | 15 | | |
| Spring | | | | |
| LGL Elective | | 3 | | Apply for graduation |
| ACC 100 or MGT 120 or MKT 104 or MKT 203 or IS 116 | Applied Accounting or Managerial Leadership or Principles of Selling or Principles of Marketing or Computer Literacy | 3 | Reading Proficiency | |
| LGL Elective | | 3 | | |
| LGL 112 or 202 or 211 or 228 | Contract Law or Wills, Trusts, and Probate or Tort Law or Family Law | 3 | Reading Proficiency | |
| LGL Elective | | 3 | | LGL 280 or LGL 290 is recommended. |
| | Credit Hours | 15 | | |
| | Total Credit Hours | 60 | | |

*Click on the hyperlinked course number to view additional information about the course.

**Students completing a course that has been assigned a MOTR number may transfer that course to any public institution in Missouri. Those who complete CORE 42 requirements will have that verification on their transcript.

*** It is your responsibility to verify that the courses listed above will transfer to the four-year institution of your choice. Maximize your transfer credits/classes by meeting with an academic advisor.

Part-Time Academic Plan

Missouri Civics Examination. Students entering college for the very first time in fall 2019 and who intend to complete an associate's degree must successfully complete a civics examination. Information on who is eligible for a waiver can be found on the STLCC website (<https://stlcc.edu/programs-academics/missouri-civics-exam.aspx>).

PLEASE NOTE: If you originally enrolled at STLCC prior to Fall 2024, you may need to view an archived catalog (<https://www.stlcc.edu/programs-academics/course-catalog/>) for your correct program requirements. Please speak with an advisor or the program coordinator for more information.

| Code | Title | Hours | Prerequisites | Milestones/Notes |
|-------------------|---------------------------------------|-------|---|------------------|
| First Year | | | | |
| Fall | | | | |
| ENG 101 | College Composition I (MOTR ENGL 100) | 3 | Placement score or ENG 030 or ENG 070 with a grade of "C" or better or recommendation of department and Reading Proficiency or concurrent enrollment in RDG 079 | |

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|---------------------------------------|---|----------|---|-------------------------|
| LGL 110 | Introduction to Law | 3 | Reading Proficiency | |
| | Credit Hours | 6 | | |
| Spring | | | | |
| ENG 102 or 103 | College Composition II (MOTR ENGL 200) or Report Writing (MOTR ENGL 110) | 3 | ENG 101 with a minimum grade of "C" and Reading Proficiency | ENG 103 is recommended. |
| XXX xxx | Social & Behavioral Sciences: Civics (http://catalog.stlcc.edu/general-education/) | 3 | | |
| LGL 112 or 202 or 211 or 228 | Contract Law or Wills, Trusts, and Probate or Tort Law or Family Law | 3 | Reading Proficiency | |
| | Credit Hours | 9 | | |
| Second Year | | | | |
| Fall | | | | |
| LGL 217 | Legal Research | 3 | LGL 110 or LGL 108 with a minimum grade of "C", ENG 100 or ENG 101 with a minimum grade of "C", and Reading Proficiency | Take first 8-week. |
| LGL 218 | Legal Writing | 3 | LGL 217 with a minimum grade of "C" and Reading Proficiency | Take second 8-week. |
| BUS 101 or 104 | Small Business Management or Introduction to Business Administration | 3 | Reading Proficiency | BUS 101 is recommended. |
| | Credit Hours | 9 | | |
| Spring | | | | |
| LGL 112 or 202 or 211 or 228 | Contract Law or Wills, Trusts, and Probate or Tort Law or Family Law | 3 | Reading Proficiency | |
| LGL 235 | Civil Litigation | 3 | LGL 110 or LGL 108 with a minimum grade of "C" and Reading Proficiency | |
| | Credit Hours | 6 | | |
| Third Year | | | | |
| Fall | | | | |
| PSY 200 or SOC 103 | General Psychology (MOTR PSYC 100) or Work and Society | 3 | Reading Proficiency or concurrent enrollment in RDG 079 | |
| COM 101 or 107 or 201 | Oral Communication I (MOTR COMM 100) or Public Speaking (MOTR COMM 110) or Interpersonal Communication (MOTR COMM 120) | 3 | Concurrent enrollment in ENG 070 or Reading Proficiency | |
| LGL 113 | Computers and the Law | 3 | Reading Proficiency | |
| | Credit Hours | 9 | | |
| Spring | | | | |
| LGL 111 | Law Office Management | 3 | Reading Proficiency | |

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|--|--|-----------|---------------------|------------------------------------|
| ACC 100 or IS 116 or MGT 120 or MKT 104 or MKT 203 | Applied Accounting or Computer Literacy or Managerial Leadership or Principles of Selling or Principles of Marketing | 3 | Reading Proficiency | |
| | Credit Hours | 6 | | |
| Fourth Year | | | | |
| Fall | | | | |
| LGL Elective | | 3 | | |
| ACC 100 or IS 116 or MGT 120 or MKT 104 or MKT 203 | Applied Accounting or Computer Literacy or Managerial Leadership or Principles of Selling or Principles of Marketing | 3 | Reading Proficiency | |
| MOTR Natural Science or MTH 140 or higher | | 3 | | |
| | Credit Hours | 9 | | |
| Spring | | | | |
| LGL Elective | | 3 | | Apply for graduation |
| LGL Elective | | 3 | | LGL 280 or LGL 290 is recommended. |
| | Credit Hours | 6 | | |
| | Total Credit Hours | 60 | | |

*Click on the hyperlinked course number to view additional information about the course.

**Students completing a course that has been assigned a MOTR number may transfer that course to any public institution in Missouri. Those who complete CORE 42 requirements will have that verification on their transcript.

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