

LEGAL STUDIES FOR THE PARALEGAL, ASSOCIATE IN APPLIED SCIENCE

Florissant Valley and Meramec

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.

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&usg=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 our website: <https://stlcc.edu/programs-academics/missouri-civics-exam.aspx>.

Program of Study

Code	Title	Credit Hours
Career General Education		
ENG 100 or ENG 101	(recommended) College Composition I (MOTR ENGL 100)	3
ENG 103 or ENG 102	Report Writing (MOTR ENGL 110) (recommended) College Composition II (MOTR ENGL 200)	3
PSY 200 or SOC 103	General Psychology (MOTR PSYC 100) Work and Society	3
XXX xxx	Science or Math Elective ¹	3
XXX xxx	Social & Behavioral Sciences: Civics Requirement	3
BUS 101 or BUS 104	Small Business Management (recommended) Introduction to Business Administration	3
BUS xxx	Business Electives ²	6
COM xxx	Communications Elective ³	3
Program Requirements		
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 ⁴	
LGL 290	Workplace Learning: Paralegal ⁴	
Total Credit Hours		60

1

Select from Astronomy, Biology, Chemistry, Geology, Geography, Math (140 or higher), Physical Science, or Physics.

2

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

3

Select from COM 101, COM 104, COM 107 or COM 201.

4

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

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PLEASE NOTE: If you originally enrolled at STLCC prior to Fall 2021, 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 100 or ENG 101	or College Composition I (MOTR ENGL 100)	3		ENG 100 recommended
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	
Science or Mathematics Elective		3		Select from Astronomy, Biology, Chemistry, Geology, Geography, Math (140 or higher), Physical Science, or Physics
Credit Hours		15		
Spring				
ENG 103 or 102	Report Writing (MOTR ENGL 110) or College Composition II (MOTR ENGL 200)	3	ENG 101 with minimum grades of "C" and Reading Proficiency	
LGL 235	Civil Litigation	3	LGL 110 or LGL 108 and Reading Proficiency	
Social & Behavioral Sciences: Civics Requirement		3		
LGL 111	Law Office Management	3	Reading Proficiency	
COM 101 or 104 or 107 or 201	Oral Communication I (MOTR COMM 100) or Persuasion or Public Speaking (MOTR COMM 110) or Interpersonal Communication (MOTR COMM 120)	3	Reading Proficiency or concurrent enrollment in ENG 070	
Credit Hours		15		
Second Year				
Fall				
LGL 217	Legal Research	3	LGL 110 or LGL 108, ENG 100 or ENG 101, and Reading Proficiency	Take first 8 weeks
LGL 218	Legal Writing	3	LGL 217 and Reading Proficiency	Take second 8 weeks
BUS 101 or 104	Small Business Management or Introduction to Business Administration	3	Reading Proficiency	BUS 101 recommended
Group I Legal Elective		3		

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	
	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	
Group I Legal Elective		3		
LGL Elective		3		
LGL Elective		3		LGL 280 or LGL 290 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.