

# Paralegal Studies PS12

Type  
Diploma

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research state and federal law; legal correspondence preparation; family law matters; criminal law and procedure, and tort law. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Diploma.

## Unauthorized Practice of Law

The goal of the Paralegal Studies Program is to train students in a variety of legal practice areas, analysis and reasoning and effective communication with the students successfully adapting these skills to professional legal environments. Paralegals shall not engage in the unauthorized practice of law as proscribed by the Official Code of Georgia §15-19-51 and must work under the supervision and direction of an attorney in good standing with the State Bar of Georgia.

## General Education Courses

Item #	Title	Credits
ENGL 1101	Composition and Rhetoric	3
	MATH 1101, 1103, or 1111	3
	EMPL 1000, PSYC 1010, or PSYC 1101	2-3

## Occupational Courses

Item #	Title	Credits
COMP 1000	Introduction to Computer Literacy	3
PARA 1100	Introduction to Law and Ethics	3
PARA 1115	Family Law	3
PARA 1105	Legal Research & Writing I	3
PARA 1145	Law Office Management	3
PARA 1140	Tort Law	3
PARA 1125	Criminal Law and Procedure	3
PARA 1110	Legal Research & Writing II	3

## Paralegal Selection

\* Choose **two** of the following courses:

Item #	Title	Credits
PARA 1200	Bankruptcy/Debtor-Creditor Relations	3
PARA 1135	Wills, Trusts, Probate and Administration	3
PARA 1205	Constitutional Law	3
PARA 1210	Legal & Policy Issues in Healthcare	3
	<b>Minimum Credit Hours for Graduation</b>	<b>38</b>