

Pathway: Human & Public Services



Associate of Applied Science, Paralegal

Paralegals or legal assistants are “persons who, although not members of the legal profession, are qualified through education, training, or work experience, who are employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal concepts that, absent that paralegal, the attorney would perform the task.” (Definition provided by the American Bar Association.)

As such, paralegals are not allowed to practice law. In Wyoming it is illegal for anyone who is not a licensed attorney to practice law. The practice of law refers to the rendition of services for others that call for the professional judgment of a lawyer. Therefore, nonlawyers may not, at a minimum, represent others in court, draft legal documents for someone, or give someone legal advice. A paralegal's duties are many and varied depending on the individual's capabilities and the needs of the employer. A person interested in a paralegal career must be a good communicator who is willing and able to accept significant responsibility while assisting an attorney in a modern law practice. The primary goal of the paralegal program is to provide students with the technical skills and knowledge necessary for them to perform successfully and ethically as paralegals under the supervision of attorneys in a variety of legal settings. Upon completion of the program, graduates will be able to perform legal research in a variety of fields using both traditional and computer-assisted methods; to draft pleadings, discovery and other legal documents, legal correspondence, and legal memoranda; to demonstrate substantive knowledge of at least three areas of practice; to demonstrate an understanding of the ethical rules governing both attorneys and paralegals in the jurisdiction; and to demonstrate the analytical and judgmental abilities necessary for ethical decision-making in a legal environment.

Program objectives include providing students with appropriate general education to meet state statutory requirements and to develop the student's communication, quantitative, analytical, and technological skills; preparing students to perform legal and factual research using traditional and computer-assisted methods; preparing students to draft a variety of legal documents and correspondence; preparing students to effectively interview clients and witnesses; providing students with an understanding of the evolving paralegal field and career opportunities within that field; providing students with the skills needed to assist an attorney with the investigation and litigation process; providing students with an understanding of the legal system and the modern practice of law; and providing students with an understanding of the ethical rules governing the practice of law and the behaviors and judgment necessary to perform paralegal duties in a manner ethically consistent with those rules.

The following program of study is designed to develop the specific skills and abilities required for success in the paralegal career field. Completion of this program leads to the Associate of Applied Science degree.

The paralegal program also offers a certificate. The certificate program is reserved for individuals who have already earned a bachelor's degree in another discipline and now desire to work as a paralegal. The paralegal program is approved by the American Bar Association (ABA).

Contact Information

Contact information is available on the [Paralegal](#) programs website.

Competencies

Upon successful completion of this program, students will be able to:

1. Effectively draft a variety of legal documents.
2. Conduct legal research.
3. Apply legal research to legal writing.
4. Demonstrate effective interviewing skills.
5. Demonstrate organizational skills.
6. Recognize the ethical rules governing the practice of law.
7. Apply legal concepts to factual scenarios.

Map your individual academic plan of courses with your College Advisor.

Students may need to take prerequisite courses before beginning college level math and English courses or moving through a program's course sequence. Check the [Course Descriptions](#) section of the catalog to see the course prerequisites. Students should work with their advising team on determining prerequisite requirements.

Certain courses may only be offered in Fall or Spring semester. Students who are part time or have unique circumstances should work with their Academic Advisors to develop their customized academic plan.

If students choose to transition to another program within the Human & Public Services pathway, they should be particularly aware of the choice points that indicate when a decision to branch off into another program must be made to ensure credits and time are not lost.

Coursework common to all degrees within this pathway is indicated by the ✓ in the Common Academic Coursework (CAC) column below.

First Semester

Gen Ed	CAC	Course code	Course name	Credits	Milestones and Choice Points
SS	✓	STRT 1000	Strategies for Success	3	Milestone- Completion ENGL 1010 as a prerequisite for other courses. Milestone- Completion of LEGL 1500 as a pre or co-requisite of all other LEGL courses.
WC	✓	ENGL 1010	English I: Composition	3	
HSI	✓		Choose from an approved U.S./ Wyoming Constitution course	3	
		LEGL 1500	Introduction to Paralegal Studies	3	
		LEGL 1710	Legal Research and Writing I	3	
			Semester Total	15	

Second Semester

Gen Ed	CAC	Course code	Course name	Credits	Milestones and Choice Points
QL	✓	STAT 2070	Introductory Statistics for the Social Sciences	4	Milestone- Completion STAT 2070 completes the math general education requirement in the first year Choice Point- See listing of approved program LEGL electives and offering rotation in the Approved Electives section below. Choice Point- Students may choose to complete a LEGL elective during the summer semester.
		LEGL 1720	Legal Research and Writing II	3	
		LEGL 2550	Evidence and Investigation	4	
			Choose an approved LEGL elective	3	
			Choose an approved LEGL elective	3	
			Semester Total	16	

Third Semester

Gen Ed	CAC	Course code	Course name	Credits	Milestones and Choice Points
		LEGL 2500	Civil Procedure and Litigation	3	Choice Point- See listing of approved program LEGL electives and offering rotation in the Approved Electives section below. Choice Point- See listing of faculty approved electives and offering rotation in the Approved Electives section below.
		CMAP 1200	Computer Information Systems	3	
			Choose an approved LEGL elective	3	
	✓	BIOL 1002 OR BIOL 1003 OR GEOG 1010	Discovering Science OR Current Issues in Biology OR Intro to Physical Geography	4	
			Choose a faculty approved elective	3	
			Semester Total	16	

Fourth Semester

Gen Ed	CAC	Course code	Course name	Credits	Milestones and Choice Points
OC	√	COMM 2010	Public Speaking	3	Choice Point- See listing of approved program LEGL electives and offering rotation in the Approved Electives section below. Choice Point- See listing of faculty approved electives and offering rotation in the Approved Electives section below. Milestone- Completion of AAS, Paralegal
			Choose an approved LEGL elective	3	
			Choose an approved LEGL elective	3	
			Choose a faculty approved elective	3	
			Choose a faculty approved elective	4	
			Semester Total	15	
Program Credit Hour Total				62	

Approved Program Electives

The Paralegal program requires LEGL and faculty approved elective.

Below is a listing of LEGL electives and the scheduled rotations in which the courses are offered. Students should be prepared to take the LEGL elective(s) scheduled in that particular semester.

LEGL Courses

BADM 2010 (fall, spring, summer – online only in summer)

LEGL 1800 (summer only, odd years)

LEGL 2560 (fall only, every three years)

LEGL 2570 (spring only, even years)

LEGL 2610 (fall only, every three years)

LEGL 2630 (spring only, odd years)

LEGL 2650 (spring only, odd years)

LEGL 2670 (spring only, even years)

LEGL 2680 (fall only, every three years)

LEGL 2830 (summer only, even years)

LEGL 2990 (fall, spring)

Faculty Approved Electives

Students must complete nine credit hours (3 courses) of faculty approved elective courses. Human Cultures and Creative Expression general education courses should be taken to meet six of the nine credit (2 of the 3 courses) requirement. The remaining three credits should be a balance of different disciplines. Students may choose from the following: ACCT, ANTH, ART, BADM, BUSN, COMM, COSC, CRMJ, EDUC, ENGL, HIST, HUMN, MGT, MKT, PHIL, POLS, PSYC, SOC, THEA, SPAN.

Program Comments

The information below is intended to be a guide, and does not guarantee regional job placement, job availability, or a specific wage after completion of the program. Paralegal graduates may work in law firms, state or federal government offices, financial institutions, or title companies.

Additional information on careers in the Paralegal field available through [Career Coach](#).

Transfer Information

The Paralegal program offers coursework intended to prepare students for immediate employment; however, coursework may transfer to a four-year university or BAS program.

LCCC courses may transfer to institutions in addition to those with formal articulation agreements. Students are strongly encouraged to determine the degree requirements and transfer policy of the specific college/university and program to which they plan to transfer.