

COLLEGE OF ARTS & SCIENCES ADVISEMENT CENTER

Associate of Applied Science, Bachelor of Science, Certificate

Legal Studies/Paralegal Studies

Points of Contact

Website: <http://www.clayton.edu/socsci/paralegal>

Academic Advisor: KeokukKight@clayton.edu/678-466-4708/Clayton Hall T-103A

Coordinator: MattCornick@clayton.edu/678-466-4639/Clayton Hall T-109C

Faculty: MaraMooney@clayton.edu/678-466-4642/Clayton Hall T-109D;
SheryneSouthard@clayton.edu/678-466-4644/Clayton Hall T-109D
AntoinetteFrance-Harris@clayton.edu/ 678-466-4810 /Clayton Hall T-109E

Department Chair: RafikMohamed@clayton.edu/678-466-4818/Clayton Hall T-109

General Program Information

- Our Legal Studies and Paralegal Program is one of an elite group of programs in Georgia that is **approved by the American Bar Association (ABA)**.
- ALL PARA-coded courses are offered in the evenings and/or online.
- Introduction to Law and Ethics (PARA 1101) is a prerequisite to ALL PARA courses.
- A full Curriculum Worksheet for each of the programs listed below may be found at <http://a-s.clayton.edu/socsci/paralegal/curriculum.htm>.
- **B.S. degree in Legal Studies**, emphasizes practical skills, analytical & conceptual thinking, legal research & writing, legal theory, an understanding of substantive areas of law, and the role of law in society. It also allows students to take courses in a variety of departments throughout the university. A good option for career fields impacted by law and legal regulation or those considering law school or graduate studies. **120 APPLICABLE credit hours required.**
- **Paralegal Certificate**, with a focus on practical paralegal skills, legal terminology, legal research and writing, and substantive law courses. The Paralegal Certificate is open to students who already possess a bachelor's degree, qualifying A.A./A.S. degree or have at least 60 semester hours of college credit, see website for specific requirements. **30 APPLICABLE credit hours required.**
- **Associate of Applied Science (AAS)** degree in Paralegal Studies, with the same focus as the paralegal certificate, and an additional emphasis on general education, for students who do not already possess a degree and who do not want to seek a four-year degree at this time. **61 APPLICABLE credit hours required.**
- **Minor in Legal Studies**, for students majoring in other disciplines who plan to work in fields impacted by law and legal regulation. It is also a good option for students considering law school. It does not prepare students to work as paralegals and is not approved by the American Bar Association. **18 APPLICABLE credit hours required.**

COLLEGE OF ARTS & SCIENCES ADVISEMENT CENTER

LEGAL STUDIES/PARALEGAL STUDIES

What Can I Do With A Major In.....Legal Studies?

Major Description: The Legal Studies (B.S.) program at Clayton State has the objective of providing students with the skills necessary to perform specifically delegated substantive legal work under the supervision of an attorney. Some types of work include: manual or computerized research, familiarity with ethics, understanding legal documents, applying legal analysis to fact situations, and understanding billing, timekeeping, and general law office procedures.

Some Related Job Titles*	Possible Employers	Additional Resources for more information:
Law Office Administrator	Attorney General's Office	Clayton State University
Legal Administrator	Corporate Law Departments	http://a-s.clayton.edu/socsci/paralegal/
Legal Assistant	County, State, or Government	Books-Career Services Library
Law Clerk	Courts	Occupational Outlook
Law School Administrative	Elected Official Offices (city,	Handbook
Assistant	county)	http://www.bls.gov/oco/
Judicial Clerkship	Law Firms	O*NET
Paralegal	Law Libraries	http://www.onetonline.org/
Public Policy Assistant	Law Schools	Georgia Career Information
Political Lobbying	Secretary of State's Office	Center
		www.GCIC.peachnet.edu (call for password and login information)

* This list is a sample of options. There are many more titles and employers from which to choose, this is just a sample of a few. When considering job titles for yourself, consider *your skills, knowledge, and experience level*. If you are unaware of your personal skill set, schedule a meeting with a career counselor at the phone number listed below.

We look forward to helping you discover your "best fit" in a career based on your interests.

Career Services Edgewater Hall — Suite 228 — 678-466-5400