

## 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>

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## General Program Information

- Clayton State's Legal Studies program is one of the only degree or certificate paralegal programs approved by the American Bar Association (ABA).
- **B.S. degree in Legal Studies**, for students who want to pursue a degree that emphasizes practical skills, plus analytical and conceptual thinking, legal research & writing, a study of the evolution of various legal theories, a solid 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. The B.S. degree is a good option for students who plan to work in fields impacted by law and legal regulation or who are considering law school or other fields of graduate studies.
- **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 or a qualifying A.A. or A.S. degree.
- **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.
- **Minor in Legal Studies**, for students majoring in other disciplines across campus who plan to work in fields impacted by law and legal regulation. A Legal Studies minor is also a good option for students who are considering law school. The minor in Legal Studies does not prepare students to work as paralegals and is not approved by the American Bar Association.
- ALL PARA-coded courses are offered in the evenings and/or online.

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## LEGAL STUDIES/PARALEGAL STUDIES

Course &  
Curriculum  
Information

- A current Curriculum Guide for each of the programs may be found at <http://a-s.clayton.edu/socsci/paralegal/curriculum.htm>. It provides a full listing of courses required for each of the programs.
- Introduction to Law and Ethics (PARA 1101) is a prerequisite to ALL PARA courses.
- The **AAS in Paralegal Studies** requires students to complete the following areas of the General Core Curriculum: Area A (ENGL 1101/1102 and MATH 1101 or 1111), Area B (CRIT 1101 and COMM 1001), Area C (1 course from Area C1 or C2), Area E (POLS 1101, HIST 2111 or 2112). Students will complete 9 lower division major required courses. Students will select an additional 4 major related electives to complete a total of **61 credit hours** for the degree.
- The **BS in Legal Studies** requires completion of the general core curriculum with no specific course requirements. Area F requires completion of 6 required PARA courses, beginning with Introduction to Law and Ethics (PARA 1101) as a prerequisite. Student will complete 4 lower division major required courses, 5 upper division required courses, and select 11 courses from other major related areas with the following prefixes: COMM, CRJU, ENGL, HIST, HSEM, MGMT, PHIL, POLS, SOCI, TECH. A total of **120 credit hours** are required for this degree.
- The **Certificate in Paralegal Studies** is open to students who already possess an Associates or Bachelor's degree or have already earned at least 60 semester hours of college credit with at least 18 credits hours in general education courses. Students will complete 8 required lower division PARA courses and will select 4 additional PARA courses to complete a total of **30 credit hours** for the certificate.
- **Minor in Legal Studies**, for students majoring in other disciplines who plan to work in fields impacted by law and legal regulation or those considering law school. The minor in Legal Studies does not prepare students to work as paralegals and is not approved by the American Bar Association. Students will complete 4 required courses and 2 upper division elective courses for a total of **18 credit hours**.

The purpose of the Legal Studies Program is to provide students with the skills necessary to perform specifically delegated substantive legal work under the supervision of an attorney. Paralegals and other non-lawyers are prohibited from practicing law.

Students are trained to: Perform manual and computerized legal research; Become familiar with rules of legal ethics, such as conflicts of interest, unauthorized practice of law, and confidentiality; Prepare legal documents, such as pleadings, incorporation documents, and real estate closing documents; Understand billing, timekeeping and other law office procedures; Become familiar with federal and state judicial systems; Apply legal analysis to fact situations; Use technology and legal software to create legal documents and to function in their role as a paralegal.

Career &  
Advanced  
Studies  
Information