

# Paralegal Studies

## Associate of Applied Science Degree

PS13

Students enrolled in the Paralegal Studies AAS degree program or Post-Baccalaureate Paralegal Studies Certificate program must complete at least 25 percent of the legal specialty courses required for award of the degree or certificate at Georgia Piedmont Technical College. In addition, each student must complete a minimum of 10 percent of legal specialty courses delivered through traditional classroom instruction. The GPTC Paralegal Studies Program will only accept legal specialty transfer credits from other ABA approved schools. The GPTC Paralegal Studies Program does not award any legal specialty transfer credit through examination or portfolios.

Paralegals shall not engage in the unauthorized practice of law as per O.C.G.A. §15-19-51 and must work under the supervision of an attorney in good standing with the State Bar of Georgia.

## Curriculum

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<b>General Education Core</b>	<b>18</b>
<b>Area I: Language Arts/Communication</b>	6
ENGL 1101 Composition and Rhetoric (3)	
SPCH 1101 Public Speaking (3)	
<b>Area II: Social/Behavioral Sciences</b>	3
PSYC 1101 Introduction to Psychology (3)	
<b>Area III: Natural Sciences / Mathematics</b> <i>(Choose ONE course below.)</i>	3
MATH 1101 Mathematical Modeling (3)	
MATH 1103 Quantitative Skill and Reasoning (3)	
MATH 1111 College Algebra (3)	
<b>Area IV: Humanities/Fine Arts</b> <i>(Choose ONE course below.)</i>	3
ARTS 1101 Art Appreciation (3)	
ENGL 2130 American Literature (3)	
HUMN 1101 Introduction to Humanities (3)	
MUSC 1101 Music Appreciation (3)	
RELG 1101 Introduction to World Religions (3)	
<b>Elective: General Education</b> <i>(Choose ONE course below.)</i>	3
ECON 1101 Principles of Economics (3)	
SOCI 1101 Introduction to Sociology (3)	

**Occupational Courses**

**51**

**Required Courses:**

**36**

- COMP 1000 Introduction to Computers (3)
- PARA 1100 Introduction to Law and Ethics (3)
- PARA 1105 Legal Research and Writing I (3)
- PARA 1110 Legal Research and Writing II (3)
- PARA 1115 Family Law (3)
- PARA 1120 Real Estate Law (3)
- PARA 1125 Criminal Law and Criminal Procedure (3)
- PARA 1130 Civil Litigation (3)
- PARA 1135 Wills, Trusts, Probates, and Administration (3)
- PARA 1140 Tort Law (3)
- PARA 1145 Law Office Management (3)
- PARA 1150 Contracts, Commercial Law and Business Organizations (3)

Choose **ONE** option:

**6**

- PARA 2210 Paralegal Internship I (6)
- PARA 2200 Paralegal Practicum (6)

**Elective Courses:**

**9**

*Select nine credit hours from the [Occupational Electives List](#).*

**Total Credit Hour (minimum):**

**69**

*Occupational Electives*

***Paralegal Electives***

- PARA 1200 Bankruptcy/Debtor-Creditor Relations (3)
- PARA 1205 Constitutional Law (3)
- PARA 1210 Legal and Policy Issues in Healthcare (3)
- PARA 1220 Intellectual Property Law (3)
- PARA 2215 Paralegal Internship II (6)
- PARA 1225 Elder Law (3)

***Interdisciplinary Electives***

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|--|---|
| ACCT 1100 Financial Accounting I (4)                   | CRJU 1010 Intro to Criminal Justice Tech (3)      |
| ACCT 1105 Financial Accounting II (4)                  | CRJU 2070 Juvenile Justice (3)                    |
| ACCT 1110 Managerial Accounting (3)                    | ECON 2105 Principles of Macroeconomics (3)        |
| ACCT 1130 Payroll Accounting (3)                       | ECON 2106 Principles of Microeconomics (3)        |
| ACCT 2145 Personal Finance (3)                         | EMPL 1000 Interpersonal Relations & Prof Dev (2)  |
| BAFN 1110 Money and Banking (3)                        | ENGL 1102 Literature and Composition (3)          |
| BAFN 2200 Finance (3)                                  | ENGL 1105 Technical Communications (3)            |
| BAFN 2205 Real Estate Finance (3)                      | HIST 1111 World History I (3)                     |
| BUSN 1100 Introduction to Keyboarding (3)              | HIST 1112 World History II (3)                    |
| BUSN 1190 Digital Technologies in Business (2)         | HIST 2111 U.S. History I (3)                      |
| BUSN 1230 Legal Terminology (3)                        | HIST 2112 U.S. History II (3)                     |
| BUSN 1400 Word Processing Applications (4)             | MGMT 1100 Principles of Management (3)            |
| BUSN 1410 Spreadsheet Concepts and Applications (4)    | MGMT 1105 Organizational Behavior (3)             |
| BUSN 1420 Database Applications (4)                    | MGMT 1110 Employment Law (3)                      |
| BUSN 1430 Desktop Publications and Presentations (4)   | MGMT 1115 Leadership (3)                          |
| BUSN 1440 Document Production (4)                      | MGMT 1125 Business Ethics (3)                     |
| BUSN 2160 Electronic Mail Applications (2)             | MGMT 2115 Human Resource Management (3)           |
| BUSN 2190 Business Document Proofreading & Editing (3) | MGMT 2210 Project Management (3)                  |
| CIST 1001 Computer Concepts (4)                        | MKTG 1100 Principles of Marketing (3)             |
|  | MKTG 1130 Business Regulations and Compliance (3) |
|  | MKTG 2010 Small Business Management (3)           |
|  | POLS 1101 American Government (3)                 |