



**PARALEGAL STUDIES**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**MAJOR CODE: PS13    REQUIRED CREDIT HOURS: 69    CIP Code: 22.0302**

**Location(s):** DeKalb, Newton

**Program Description:** The Paralegal Studies Associate of Applied Science degree program prepares students for positions in the paralegal profession. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, substantive contracts, commercial law and business organizations; and wills, trusts and probate administration. The program of study provides students with specialized legal knowledge and skills required to assist lawyers in the delivery of legal services.

To be accepted to this program, students must complete the following: Completion of ENGL 1101 with a minimum grade of "C" or better, attend a Paralegal Studies orientation conducted by one of the Paralegal Studies faculty, complete a critical thinking assessment with the program required score and complete a Paralegal Studies Student Contract.

Students enrolled in the Paralegal Studies AAS degree 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 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.

Course Number	Course	Credit Hours	Pre/Co-Requisite(s)
ENGL 1101	Composition and Rhetoric	3	Appropriate placement test scores
SPCH 1101	Public Speaking	3	See Catalog
Area III Mathematics MATH 1101 or MATH 1103 or MATH 1111	Area III Mathematics Mathematical Modeling or Quantitative Skills and Reasoning or College Algebra	3	Appropriate placement test scores
Area IV Humanities/Fine Arts	Area IV Humanities/Fine Arts	3	See Catalog
PSYC 1101	Introduction to Psychology	3	See Catalog
SOCI 1101 or ECON 1101	Introduction to Sociology or Introduction to Economics	3	See Catalog

*Paralegal Degree*

COMP 1000	Introduction to Computers	3	See Catalog
PARA 1100	Introduction to Law and Ethics	3	Program Admission
PARA 1105	Legal Research and Writing I	3	PARA 1100
PARA 1110	Legal Research and Writing II	3	PARA 1105
PARA 1115	Family Law	3	PARA 1100
PARA 1120	Real Estate Law	3	PARA 1100
PARA 1125	Criminal Law and Criminal Procedure	3	PARA 1100
PARA 1130	Civil Litigation	3	PARA 1100
PARA 1135	Wills, Trusts, Probates and Administration	3	PARA 1100
PARA 1140	Tort Law	3	PARA 1100
PARA 1145	Law Office Management	3	PARA 1100
PARA 1150	Contracts, Commercial Law and Business Organizations	3	PARA 1100
PARA 2210	Paralegal Internship I	6	Advisor Approval
PARA XXXX	Technical Elective	3	PARA 1100
PARA XXXX	Technical Elective	3	PARA 1100
PARA XXXX	Technical Elective	3	PARA 1100
<b>TOTAL</b>		<b>69</b>	

### Notes

- To be accepted to this program, students must complete the following: Completion of ENGL 1101 with a minimum grade of “C” or better, attend a Paralegal Studies orientation conducted by one of the Paralegal Studies faculty, complete a critical thinking assessment with the program required score and complete a Paralegal Studies Student Contract.
- Changes to program requirements can be made and will be properly communicated to students.
- The goal of the Paralegal Studies Program is to train students in legal theory, analytical, communication and adaptation of skills. Paralegals shall not engage in the unauthorized practice of law as proscribed by the Official Code of Georgia, O.C.G.A. §15-19-51 and must work under the supervision and direction of an attorney in good standing with the State Bar of Georgia. Course descriptions and required pre/co-requisites are available in the college catalog, which can be found online at [Catalog](#)

### Gainful Employment Information

- No gainful employment information is available for this program.

### Additional Information

- As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Contact Dr. Perrin Alford, the ADA Coordinator at 404-297-0522, ext. 1231, ADA504Coordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021, Room A-217; or Lolita Morrison, the Title IX Coordinator, at 404-297-9522, ext. 1210, TitleIXCoordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkson, GA 30021 Room A-157 for assistance.
- For more information about our graduation rates and other important program information, please visit our website at: <http://www.gptc.edu/wp-content/uploads/2018/02/Placement-rate-by-program.pdf>

- Georgia Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees, diplomas and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College. The Commission should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards. Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Commission on Colleges.

### Electives

- Paralegal Electives Include

Course Number	Course	Credit Hours	Pre/Co-Requisite(s)
PARA 1200	Bankruptcy/Debtor-Creditor Relations	3	PARA 1100
PARA 1205	Constitutional Law	3	PARA 1100
PARA 1210	Legal and Policy Issues in Healthcare	3	PARA 1100
PARA 1220	Intellectual Property Law	3	PARA 1100
PARA 2215	Paralegal Internship II	6	Advisor Approval