

# PARALEGAL

## Family Law

### Occupational Skills Award

The Family Law Occupational Skills Award (OSA) is designed to provide students with specialized knowledge and practical skills to support attorneys in family law cases. This award is ideal for individuals seeking to learn more about the legal support required in law firms, court systems, and legal aid organizations that handle matters such as marriage, divorce, child custody, support obligations, and adoption. The core courses provide an overview of the legal system, a focus on legal principles related to family law, the exploration of the civil litigation process, and the legal documentation specific to Texas civil cases, drafting petitions, court motions, and agreements. Successfully completed courses can be applied toward the Paralegal Associate of Applied Science degree providing a time advantage for completion.

## Immigration Law

### Occupational Skills Award

The Immigration Law Occupational Skills Award (OSA) is designed to provide students with specialized knowledge and practical skills to support attorneys handling immigration cases. The award is ideal for individuals seeking to learn more about the legal support required in law firms, government agencies, nonprofit organizations, and corporate legal departments that deal with immigration matters such as visas, asylum, and naturalization. The core courses provide an overview of the legal system, coverage of key immigration policies, visa categories, asylum and refugee law, and naturalization procedures, and the exploration of the federal litigation process, and other legal documentation such as petitions, affidavits, case filing, and immigration related documents presented in case files. Successfully completed courses can be applied toward the Paralegal Associate of Applied Science degree providing a time advantage for completion.

## Paralegal

### Associate of Applied Science

The Paralegal Associate of Applied Science (AAS) is a comprehensive degree plan designed to provide students with the knowledge and practical skills necessary to work as paralegals in law firms, government agencies, nonprofit organizations, and corporate legal departments for a variety of industries. This degree plan combines theoretical legal knowledge and applied practical skills to prepare graduates for a variety of roles within the legal profession. The specializations of family law and immigration are embedded into the plan, however, students also develop skills for legal writing and research, contracts, business organizations, business professional communication, and other common specializations of law. After graduation, a select number of successfully completed courses can be applied toward the Bachelor of Applied Science degree in Organizational Leadership providing a time advantage for completion.

### Program Learning Outcomes

1. The graduate will define and properly use terminology relating to the specific area of law.
2. The graduate will prepare documents in various areas of legal practice.

3. The graduate will analyze complex legal issues and questions and apply research strategies and the use of primary and secondary sources to formulate answer or argument.
4. The graduate will explain the ethical obligations and responsibilities of the legal profession with particular emphasis on the paralegal's role and be able to apply those obligations in class and real world settings.
5. The graduate will use correct legal office procedures with respect to client intake, document preparation and filing.

## Advisory Committee Members

Ana Magallanes, Law Offices of Carlos Ortegon  
Mary Alice Palacios, Justice of the Peace, Hidalgo County  
Melissa Espinoza, Pawlker Law Firm  
Raquel M. Nevarez, Hidalgo County District Court #476  
Sylvia Mata, Cameron County District Court  
Thyria Rocha Martinez, Law Office of Rene Flores  
Thirumagal Alagadan-Rodriguez, Alvarez & Canales Law Firm

## Occupational Skills Award

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## Associate Degree

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## Family Law Occupational Skills Award

### TSI Exempt

Course	Title	Credit Hours
<b>Fall</b>		
LGLA 1307	Introduction to Law and the Legal Professions	3
LGLA 1355	Family Law	3
LGLA 1344	Texas Civil Litigation	3
LGLA 2333	Advanced Legal Document Preparation	3
<b>Credit Hours</b>		<b>12</b>
<b>Total Credit Hours</b>		<b>12</b>

## Immigration Law Occupational Skills Award

### TSI Exempt

Course	Title	Credit Hours
<b>Fall</b>		
LGLA 1307	Introduction to Law and the Legal Professions	3
LGLA 1359	Immigration Law	3
LGLA 1342	Federal Civil Litigation	3
LGLA 2333	Advanced Legal Document Preparation	3
<b>Credit Hours</b>		<b>12</b>
<b>Total Credit Hours</b>		<b>12</b>

## Paralegal Associate of Applied Science

### TSI Liable

### 100% Online

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall</b>		
ARTS 1301	Art Appreciation <sup>1</sup>	3
LGLA 1305	Legal Writing	3
LGLA 1307	Introduction to Law and the Legal Professions	3
LGLA 1303	Legal Research	3
<b>Credit Hours</b>		<b>12</b>
<b>Spring</b>		
POFT 1301	Business English	3
LGLA 1342	Federal Civil Litigation	3
POFI 2301 or LGLA 2333	Word Processing or Advanced Legal Document Preparation	3
Math and Natural Sciences Elective <sup>1,2</sup>		4
<b>Credit Hours</b>		<b>13</b>
<b>Summer Session I</b>		
SPCH 1321	Business and Professional Communication <sup>1</sup>	3
LGLA 1351	Contracts	3
<b>Credit Hours</b>		<b>6</b>
<b>Second Year</b>		
<b>Fall</b>		
ENGL 1301	Composition I <sup>1</sup>	3
LGLA 1353	Wills, Trusts and Probate Administration	3
LGLA 2303	Torts and Personal Injury Law	3
LGLA 2313	Criminal Law and Procedure	3
<b>Credit Hours</b>		<b>12</b>
<b>Spring</b>		
LGLA 1355 or LGLA 1359	Family Law or Immigration Law	3
LGLA 2311	Business Organizations	3
LGLA 2309	Real Property	3
LGLA 1344	Texas Civil Litigation	3
<b>Credit Hours</b>		<b>12</b>
<b>Summer Session II</b>		
PSYC 2301	General Psychology <sup>1</sup>	3
LGLA 2266	Practicum: Paralegal	2
<b>Credit Hours</b>		<b>5</b>
<b>Total Credit Hours</b>		<b>60</b>

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.