

PARALEGAL

Family Law

Occupational Skills Award

The Family Law Occupational Skills Award (OSA) is designed to provide students with foundational knowledge related to family law matters. The award is ideal for individuals seeking to learn more about the legal support required for family law settings. A select number of courses introduce and prepare the student for a legal assisting career in a family law practice setting. Successfully completed courses may 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 foundational knowledge related to immigration law matters. The award is ideal for individuals seeking to learn more about the legal support required for immigration law settings. A select number of courses introduce and prepare the student for a legal assisting career in an immigration law practice setting. Successfully completed courses may 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 or legal assistants. This program combines theoretical legal knowledge and applied practical skills to prepare graduates for a variety of roles within the legal profession. Students also develop foundational legal knowledge, document preparation, and analytical thinking skills in legal research and writing. Graduates are equipped to contribute effectively to legal teams, ensuring the smooth functioning of the legal processes. A select number of successfully completed courses may be applied toward the Bachelor of Applied Science degree in Organizational Leadership providing a time advantage for completion.

Program Learning Outcomes

1. The student will define and properly use terminology relating to the specific area of law.
2. The student will prepare documents in various areas of legal practice.
3. The students 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 student 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 student 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
Lola Borjas, Law Offices of Richard Gonzales

Melissa Espinoza, Pawlker Law Firm
Raquel M. Nevarez, Hidalgo County District Court #476
Sylvia Mata, Cameron County District Court
Sylvia Rocha Martinez, Law Offices of Rene Flores

Occupational Skills Award

- Family Law Occupational Skills Award (p. 1)
- Immigration Law Occupational Skills Award (p. 1)

Associate Degree

- Paralegal Associate of Applied Science (p. 1)

Family Law Occupational Skills Award

TSI Exempt

Course	Title	Credit Hours
Fall		
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
Credit Hours		12
Total Credit Hours		12

Immigration Law Occupational Skills Award

TSI Exempt

Course	Title	Credit Hours
Fall		
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
Credit Hours		12
Total Credit Hours		12

Paralegal Associate of Applied Science

TSI Liable

100% Online

Course	Title	Credit Hours
First Year		
Fall		
ARTS 1301	Art Appreciation ¹	3
LGLA 1305	Legal Writing	3
LGLA 1307	Introduction to Law and the Legal Professions	3
LGLA 1303	Legal Research	3
Credit Hours		12
Spring		
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 ^{1,2}		4
Credit Hours		13
Summer Session I		
SPCH 1321	Business and Professional Communication ¹	3

LGLA 1351	Contracts	3
Credit Hours		6
Second Year		
Fall		
ENGL 1301	Composition I ¹	3
LGLA 1353	Wills, Trusts and Probate Administration	3
LGLA 2303	Torts and Personal Injury Law	3
LGLA 2313	Criminal Law and Procedure	3
Credit Hours		12
Spring		
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
Credit Hours		12
Summer Session II		
PSYC 2301	General Psychology ¹	3
LGLA 2266	Practicum: Paralegal	2
Credit Hours		5
Total Credit Hours		60

¹ Identifies courses to fulfill minimum 15 credit hour General Education requirement

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