

# PARALEGAL

## Family Law

### Occupational Skills Award

The Family Law Occupational Skills Award (OSA) is intended for students interested in a career in family law. It provides an opportunity for development and a solid foundation for an AAS degree in Paralegal to those currently working in a legal assistant/paralegal profession and who are enrolled in our program. These course-credentials are stackable into our AAS degree in Paralegal.

Family Law students are prepared for a legal assisting career in a Family Law practice setting from the start of their AAS degree in Paralegal. Students who are considering entering or continuing in the legal industry are additionally trained with focused credentials designed to provide marketable in-demand skills that help further their career and reach their professional goals.

## Immigration Law

### Occupational Skills Award

South Texas College offers an Occupational Skills Award (OSA) designed for students interested in a career in the field of immigration law, as well as those currently working in a legal assistant/paralegal profession seeking to update or increase their skills and education as the student starts the pathway into our AAS degree in Paralegal. These course-credentials are stackable into our AAS degree in Paralegal.

Students are prepared for a legal assisting career in an Immigration Law practice setting from the beginning of our AAS degree in Paralegal. Our program additionally provides focused credentials designed to provide marketable in-demand skills to those considering entering and or continuing in the legal industry.

## Paralegal

### Associate of Applied Science

The Paralegal Associate of Applied Science is a two-year program that prepares students for entry-level positions as a paralegal working under the supervision of a lawyer in a law office, government, corporate or other private sector legal setting. The program is designed to provide students with an understanding of the roles and functions of paralegals in law firms and occupational settings. The program offers instruction in basic legal principles and skills applicable to various legal settings. Students develop foundational legal knowledge, training in analytical thinking and skills in legal research and writing.

### 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

Ruben Delgado, Hidalgo County District Attorney's Office

Jennifer Morales, The Law Office of Jennifer Morales, PLLC

David E. Cazares, Law Office of David E. Cazares

Alex Martinez, Law Office of Alex Martinez

Daniel Ruel Sorrells, Armando M. Guerra & Associates, PLLC

## 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

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.