

Prerequisite: 85% or Higher on Microsoft Word, PowerPoint, and Excel and completion of Microsoft Word Core or Microsoft Excel Core.

PARALEGAL/LEGAL ASSISTANT

EDUCATIONAL OBJECTIVE

The objective of the Paralegal/Legal Assistant program is to prepare the student for an entry-level position as a Paralegal/Legal Assistant in an attorney's office, governmental agency, corporate office, or other legal entity. This program includes training in researching legal citations; gathering information and evidence; medical terminology; proofreading; computer spreadsheets; word processing; family law; legal document preparation; keyboarding; rules of court; court procedures; and preparing for a successful job interview. Students of the Paralegal Program are also prepared for a professional entry-level position within small, medium, and large businesses which may include office management, human resources, case manager, accounts manager, research and intake, title examination, mortgage lending, banking, permit and license contractor, administrative support, coordinator, customer service, and quality assurance.

METHODS OF DELIVERY

Fifty percent of the Paralegal/Legal Assistant program courses may be taken online (via distance education). For a list of online/distance education courses, please see the registrar or your admissions representative.

PROGRAM LENGTH

FULL - TIME day students should complete the program in approximately 4 months. PART - TIME evening/hybrid students should complete the program in approximately 4 months.

Course Number	Subject	Theory Contact Hrs.	Lab Hours
PL100	Proofreading for Professionals	60	20
PL102	Computer Spreadsheet	60	20

PL104	Introduction to Computer and Word Processing I	12	40
MA140	Medical Terminology or	0	0
PL107	Family Law	60	30
CR130	Introduction to Law and Legal Terminology	60	30
PL200	Legal Document Preparation	20	40
PL203	Basic Keyboarding	5	50
PL204A	Legal Research	30	30
PL206	Rules of Court Procedures	55	30
PL208	Criminal Law	55	5
PL300	Career Development	18	5
PL300A1	Litigation	100	5
PL300B	Business Law	55	5
Subtotals		590	310
TOTAL HOURS REQUIRED FOR COMPLETION	900		

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

PL100: 60/20
PROOFREADING FOR PROFESSIONALS
This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions,

transpositions, and spelling. Students will be able to correct errors of this kind in any type of document. (Prerequisite: None)

PL102: 60/20 COMPUTER SPREADSHEET This course prepares the student to work with computer spreadsheet software in a career setting or for personal use. The student will process, manipulate, and represent numeric data using spreadsheet software. This course also includes basic principles of accounting. (Prerequisite: None)

PL104: 12/40 INTRODUCTION TO COMPUTERS AND WORD PROCESSING I This subject introduces the student to basic computer operations. The student will learn how to create,

format, edit, save, print, and manage documents using word processing software (Microsoft Word). (Prerequisite: None)

MA140: 0/0 MEDICAL TERMINOLOGY This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology. (Prerequisite: None) Not required by students selecting Family Law (PL107).

PL107: 60/30 FAMILY LAW This subject introduces the student to the basics of family law issues. Upon completion of this subject, students will be familiar with applicable rules and laws and be able to prepare documents pertaining to marriage, divorce, adoption, prenuptial agreements, paternity, separation, child custody, child support, domestic violence, and other family law issues. (Prerequisite: None) Not required by students selecting Medical Terminology (MA140).

CR130: 60/30 INTRODUCTION TO LAW AND LEGAL TERMINOLOGY This subject provides the student with an understanding of civil law, criminal law, state and federal court systems, and the discovery process. It also provides an understanding of trial and appellate processes as they relate to the judicial system and introduces the student to the legislative process and various administrative agencies. This subject also provides the student with an understanding of basic legal terminology. (Prerequisite: None)

PL200: 20/40 LEGAL DOCUMENT PREPARATION This subject introduces the student to the preparation of legal documents such as wills, briefs, interrogatories, and other legal documents. (Paralegal students who type less than 40 wpm will be required to attend typing classes until they are at least 40 wpm proficient.) (Prerequisite: None)

PL203: 5/50 BASIC KEYBOARDING This subject introduces the student to keyboarding basics. Emphasis is placed on building keyboarding speed and accuracy using computer keyboards. Objective: 50wpm (Prerequisite: None)

PL204A: 30/30 LEGAL RESEARCH This subject is designed to train the student in legal research techniques utilizing the school's library, Westlaw, and other legal research techniques. (Prerequisite: None) 71137_4505779-00100_COLOR_J_SIG=Vol62-(12-23-19)-SchoolCatalog-GUTs.indd 13 12/27/2019 3:07:34 PM - 14 - DESCRIPTION OF SUBJECTS (CONTINUED)
Clock Hours/Credit Hours

PL206: 55/30 RULES OF COURT AND PROCEDURES This subject provides students with information on legal procedures involving state and federal courts. Emphasis is placed on Texas Court Rules and Procedures. (Prerequisite: None)

PL208: 55/5 CRIMINAL LAW This subject familiarizes the student with criminal law; the legal system of the United States; the two essential elements of criminal law; crimes against the person; crimes against property and habitation; crimes against the public; parties and inchoate offenses; factual and statutory defenses; constitutional defenses; and constitutional aspects of criminal procedure. (Prerequisite: None)

PL300:18/5 CAREER DEVELOPMENT This subject is designed to assist the student in obtaining a job, how to create a resume, prepare for a successful job interview, and dress appropriately for the business office. (Prerequisite: None)

PL300A1: 100/5 LITIGATION Personal Injury Module: The students are given instruction and guidance in the identification, selection, preparation, and filing of documents in a personal injury case. From facts and information given to students, they will gather evidence and prepare notices, original petition, discovery documents, and other related documents and correspondence. This module utilizes ProDoc and Microsoft Word. Family Law Module: The students are instructed in the identification, selection, preparation, and filing of family law documents. Upon completion of this module, students will have drafted a wide range of documents, handled difficult factual scenarios, organized and updated a legal file, drafted and responded to discovery, and anticipated client needs. This module includes ProDoc and Microsoft Word. (Prerequisites: PL104, CR130, PL204A)

PL300B: 55/5 BUSINESS LAW Upon completion of this subject, students will learn to recognize the significant terms defining what contracts, agency relationships, business organizations, and securities markets are about. They will be able to recognize the processes and procedures which make for sound contracts, agency relationships, business organizations, and securities markets regulations. They will be able to read and comprehend judicial decisions, statutory enactments, and administrative regulations affecting the interpretation of contracts, the scope of agency relationships, the modus operandi of business organizations, and the governing of securities markets. (Prerequisite: None)