

## Paralegal Studies

The Paralegal Studies Associate of Applied Science degree program requires in-person attendance (synchronous instruction) for the following courses: PARA 1105 Legal Research & Writing I, PARA 1110 Legal Research & Writing II, PARA1130 Civil Litigation, and PARA1140 Tort Law. Each course is a total of 3 credit hours. Synchronous delivery requires students to be in attendance online or in classrooms at specific dates/times during the term. All students must complete at least 9 credits of paralegal specialty coursework in synchronous format. Additional information is provided during program advisement.

Transfer credit will be considered for legal specialty courses that comply with the requirements of CGTC, the Technical College System of Georgia and the American Bar Association. CGTC does not award legal specialty credit by examination or portfolio. Students must complete a minimum of 25% of their legal specialty course requirements at Central Georgia Technical College in order to receive an award of the Associate of Applied Science Degree In Paralegal Studies.

Paralegals shall not engage in the unauthorized practice of law as per O.C.G.A. §15-19-51 and must work under the supervision of an attorney in good standing with the State Bar of Georgia.

### Associate of Applied Science Degree

PS13

## Curriculum

---

|   |           |
|---|-----------|
| <b>General Education Core</b>   | <b>18</b> |
| <b>Area I: Language Arts/Communication</b>  | <b>9</b>  |
| Required Courses:   |           |
| ENGL 1101 Composition and Rhetoric (3)  |           |
| ENGL 1102 Literature and Composition (3)  |           |
| SPCH 1101 Public Speaking (3)   |           |
| <b>Area II: Social/Behavioral Sciences</b> ( <i>Choose ONE course below.</i> )      | <b>3</b>  |
| ECON 1101 Principles of Economics (3)   |           |
| Or HIST 1111 World History I (3) or HIST  |           |
| 2111 U.S. History I (3) or POLS 1101  |           |
| American Government (3) or PSYC 1101  |           |
| Introduction to Psychology (3) or SOCI 1101   |           |
| Introduction to Sociology (3)   |           |
| <b>Area III: Natural Sciences / Mathematics</b> ( <i>Choose ONE course below.</i> ) | <b>3</b>  |
| MATH 1103 Quantitative Skills and Reasoning 3                                       |           |
| or MATH 1101  |           |
| Mathematical Modeling (3) or MATH 1111  |           |
| College Algebra (3) or MATH 1113 Pre-Calculus                                       |           |
| (3)   |           |

or MATH 1127 Introduction to Statistics (3)

**Area IV: Humanities/Fine Arts** (*Choose ONE course below.*) **3**

ARTS 1101 Art Appreciation (3)  
 ENGL 2130 American Literature (3)  
 HUMN 1101 Introduction to Humanities (3)  
 MUSC 1101 Music Appreciation (3)

**Occupational Courses** **51**

**Required Courses:** **36**

COMP 1000 Introduction to Computers (3)  
 PARA 1100 Introduction to Law and Ethics (3)  
 PARA 1105 Legal Research and Writing I (3)  
 PARA 1110 Legal Research and Writing II (3)  
 PARA 1115 Family Law (3)  
 PARA 1120 Real Estate Law (3)  
 PARA 1125 Criminal Law and Criminal Procedure (3)  
 PARA 1130 Civil Litigation (3)  
 PARA 1135 Wills, Trusts, Probates, and Administration (3)  
 PARA 1140 Tort Law (3)  
 PARA 1145 Law Office Management (3)  
 PARA 1150 Contracts, Commercial Law and Business Organizations (3)

Choose **ONE** option: **6**

PARA 2210 Paralegal Internship I (6)  
 PARA 2200 Paralegal Practicum (6)

**Elective Courses:** **9**

*Select nine credit hours from the Occupational Electives List.*

Total Credit Hour (minimum): **69**

*Occupational Electives (Choose 9 credit hours)*

***Paralegal Electives***

PARA 1200 Bankruptcy/Debtor-Creditor Relations (3)  
 PARA 1205 Constitutional Law (3)  
 PARA 1210 Legal and Policy Issues in Healthcare (3)  
 PARA 1215 Administrative Law (3)  
 PARA 2205 Advanced Legal Research and Writing (3)  
 PARA 2215 Paralegal Internship II (6)

***Interdisciplinary Electives***

BUSN 1230 Legal Terminology (3)  
 ENGL 1105 Technical Communications (3)  
 MGMT 1110 Employment Law (3)

## Paralegal Studies

The Paralegal Studies Advance Legal Assistant, Technical Certificate of Credit program requires in-person attendance (synchronous instruction) for the following courses: PARA 1105 Legal Research & Writing I, PARA1130 Civil Litigation, and PARA1140 Tort Law. Each course is a total of 3 credit hours. Synchronous delivery requires students to be in attendance online or in classrooms at specific dates/times during the term. All students must complete at least 9 credits of paralegal specialty coursework in synchronous format. Additional information is provided during program advisement.

Transfer credit will be considered for legal specialty courses that comply with the requirements of CGTC, the Technical College System of Georgia and the American Bar Association. CGTC does not award legal specialty credit by examination or portfolio. Students must complete a minimum of 25% of their legal specialty course requirements at Central Georgia Technical College in order to receive an award of the Advanced Legal Assistant Technical Certificate of Credit.

Paralegals shall not engage in the unauthorized practice of law as per O.C.G.A. §15-19-51 and must work under the supervision of an attorney in good standing with the State Bar of Georgia.

### Advanced Legal Assistant Technical Certificate of Credit AL41

## Curriculum

---

### Occupational Courses

COMP 1000 Introduction to Computers (3)  
PARA 1100 Introduction to Law and Ethics (3)  
PARA 1105 Legal Research and Writing I (3)  
PARA 1115 Family Law (3)  
PARA 1120 Real Estate Law (3)  
PARA 1125 Criminal Law and Criminal Procedure (3)  
PARA 1130 Civil Litigation (3)  
PARA 1140 Tort Law (3)  
PARA 1150 Contracts, Commercial Law and Business Organizations (3)