



Program Map Paralegal

Certificate: Paralegal Advanced Technical Level 4 (C4)



PUBLIC & SOCIAL SERVICES

Program Description: This certificate program is ONLY AVAILABLE TO STUDENTS WHO POSSESS A BACHELOR DEGREE from an accredited college or university. It is designed to prepare the student to act effectively as a paralegal in a law office, government agency, or other law-related environment.

Contact:

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Department Website

www.austincc.edu/legal/

Use this **Program Map** to choose courses with your college advisor and track your progress towards milestones and completion of program.

Pre-Degree Requirements		
Program Specific	Reading and Writing Placement <i>Placements based on TSI</i>	Mathematics Placement <i>Placements based on TSI</i>
This certificate program is ONLY AVAILABLE TO STUDENTS WHO POSSESS A BACHELOR DEGREE from an accredited college or university.	<input type="checkbox"/> Basic Developmental Courses <input type="checkbox"/> ESOL Courses <input type="checkbox"/> INRW Courses	<input type="checkbox"/> MATD-0332 - Basic Math Skills <input type="checkbox"/> MATD-042x/032x – ALEKS Sequence <input type="checkbox"/> MATD-0385/0485 – Developing Mathematical Thinking <i>Not prerequisite for MATH-1314/1324</i> <input type="checkbox"/> MATD-0370 – Elementary Algebra <input type="checkbox"/> MATD-0390 – Intermediate Algebra <i>Take MATD-0370 and 0390 to prepare for MATH-1314/1324</i>
SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS <i>Plans can be modified to fit the needs of part-time students by adding more semesters</i>		

Semester 1	CR	Advising Notes
LGLA 1313 - Introduction to Paralegal Studies	3	
LGLA 1351 - Contracts	3	
LGLA 1345 - Civil Litigation	3	
	9	Program Semester Hours / Meet with your advisor
Semester 2		
LGLA 1303 - Legal Research	3	
LGLA 2341 - Evidence	3	
Restricted Elective	3	Select from the following Restricted Electives: LGLA 1341, LGLA 1343, LGLA 1349, LGLA 1355, LGLA 2313, LGLA 2335.
Restricted Elective	3	Select from the following Restricted Electives: LGLA 1353, LGLA 1391, LGLA 2303, LGLA 2309, LGLA 2323.
	14	Program Semester Hours / Meet with your advisor
Semester 3		
LGLA 2331 - Advanced Legal Research and Writing	3	
LGLA 2333 - Advanced Legal Document Preparation	3	
LGLA 2388 - Internship -- Legal Assistant/Paralegal	3	ACHIEVEMENT: Completion of Certificate
	9	Program Semester Hours / Meet with your advisor
Total Program Hours	30	

Program Map

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Career & Transfer Resources Updated 8/18/17

Career Information

Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Common Job Titles

Paralegals and Legal Assistants (includes Certified Paralegal, Immigration Paralegal, Law Clerk, Legal Analyst, Legal Assistant, Legal Clerk, Paralegal, Paralegal Specialist, Real Estate Paralegal, Summer Law Associate)

Regional Labor Market Information

Paralegals: New workers generally start around \$32,714. Normal pay for Paralegals and Legal Assistants is \$48,013 per year, while highly experienced workers can earn as much as \$71,587. Over the last year, 95 companies have posted 511 jobs for Paralegals and Legal Assistants in this region. There are currently 3,153 Paralegals and Legal Assistants that are employed in Austin-Round Rock, TX. Source: <https://austincc.emsicc.com/careers/paralegal-and-legal-assistant>

Career and labor market research tools (see Quick Reference Guide at <http://www.austincc.edu/career>):

EMSI: <https://austincc.emsicc.com/>, Bureau of Labor Statistics: <http://www.bls.gov/ooh/>, O*NET: <https://www.onetonline.org/>

Career Resources: ACC's career services website provides information on career exploration and employment at <http://www.austincc.edu/career>. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an ACC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

Transfer Information

The Paralegal Advanced Certificate program is for students who already possess a Bachelor's degree. If you are planning to continue your education in the area of legal studies, Texas State University has several related programs.

Additional Transfer Resources: Information on additional colleges & universities can be found on ACC's transfer website: <http://www.austincc.edu/transferguides>. Students are encouraged to consult with a faculty advisor, area of study advisor, and/or their chosen transfer institution to ensure courses taken at ACC will apply toward their bachelor's degree program.