



## Program Map Paralegal

Degree: Associate of Applied Science in Paralegal (AAS)



### PUBLIC & SOCIAL SERVICES

**Program Description:** This degree program is designed to prepare the student to act effectively as a paralegal in a law office, government agency, or other law-related environment.

**Contact:**

Shawn Slack  
Department Chair  
sslack@austincc.edu  
512-223-3713

**Department Website**

[www.austincc.edu/legal/](http://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>
	<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
EDUC 1300 - Effective Learning: Strategies for College Success <b>OR</b> SPCH 1311 - Introduction to Speech Communication	3	All first time Austin Community College (ACC) students with fewer than 12 SCH of successful college credit must take EDUC 1300 in their first semester at ACC. All other students may select either EDUC 1300 or SPCH 1311. See an advisor or a full-time faculty member in Paralegal for more information.
ENGL 1301 - English Composition I	3	
GOVT 2305 - United States Government	3	
LGLA 1311 - Introduction to Law	3	
	12	Program Semester Hours / Meet with your advisor
<b>Semester 2</b>		
LGLA 1313 - Introduction to Paralegal Studies	3	
LGLA 1351 - Contracts	3	
GOVT 2306 - Texas State and Local Government	3	
ENGL 1302 - English Composition II	3	
	12	Program Semester Hours / Meet with your advisor
<b>Semester 3</b>		
LGLA 1345 - Civil Litigation	3	
LGLA 2341 - Evidence	3	
Language, Philosophy, and Culture <b>OR</b> Creative Arts	3	Select from the appropriate section of the Core Curriculum
Mathematics	3	Select from the following: MATH 1314, MATH 1332, MATH 1342.
	12	Program Semester Hours / Meet with your advisor

Semester 4		
LGLA 1303 - Legal Research	3	
BIOL 1309 - Life on Earth <b>OR</b> BIOL 2306 - The Living Planet	3	
LGLA 2331 - Advanced Legal Research and Writing	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.
	15	Program Semester Hours
Semester 5		
Restricted Elective	3	Select from the following Restricted Electives: LGLA 1353, LGLA 1391, LGLA 2303, LGLA 2309, LGLA 2323.
LGLA 2333 - Advanced Legal Document Preparation	3	
LGLA 2388 - Internship -- Legal Assistant/Paralegal	3	<b>ACHIEVEMENT:</b> Completion of Associate of Applied Science degree
	9	Program Semester Hours
<b>Total Program Hours</b>		<b>60</b>

## Career & Transfer Resources

ACC's Career & Transfer websites provide detailed, guided information on career exploration and transfer.

[www.austincc.edu/career](http://www.austincc.edu/career)

[www.austincc.edu/transfer](http://www.austincc.edu/transfer)

For further information regarding this specific program, please see the Career & Transfer Resources supplement provided in the next section of this Program Map.

## 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 Associate of Applied Science Paralegal degree is aimed at students who do not plan to work toward a 4-year degree; however, a Bachelor of Applied Arts and Sciences (BAAS) is an excellent alternative to a BA or BS degree. These degrees apply non-transferable courses and work experience towards the degree. You still must meet general education requirements and take upper level courses.

**Transfer Guides:** *The universities listed here do not constitute an ACC endorsement. Transfer course evaluations and determination of which courses will count toward a bachelor's degree are made by the receiving transfer institution.*

**Texas State University:** <http://www.owls.txstate.edu/undergraduate-degrees/applied-arts-sciences.html>

**Concordia University Texas:** <http://www.concordia.edu/academics/college-of-business-and-communication/baas-in-business.html>

**Tarleton State University:** <http://www.tarleton.edu/degrees/bachelors/baas-business/>

**Texas A&M University - Central Texas:** <https://www.tamuct.edu/degrees/undergraduate/business-management.html>

**Texas Tech University:** [https://www.depts.ttu.edu/universitystudies/prospective\\_students/baas.php](https://www.depts.ttu.edu/universitystudies/prospective_students/baas.php)

**Additional Transfer Resources:** ACC's transfer website provides information on additional colleges & universities: <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.