

# GUIDED PATHWAY: PARALEGAL A.A.S.

## (For transfer to National University, BS in Paralegal Studies)

LAW and PUBLIC SERVICE CAREER PATH



For more information, visit the [Dallas College Paralegal webpage](http://www.dcccd.edu/paralegal) [www.dcccd.edu/paralegal] and your success coach at your campus.

This is an example course sequence for students interested in pursuing Paralegal Studies. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Associate of Applied Science (A.A.S.) degree in Paralegal. Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by Dallas College. See catalog for [official degree requirements](#).

The A.A.S. degree is designed to prepare you to function as a technically qualified assistant to the lawyer. Paralegals typically work in law firms, governmental agencies, corporations, and other business entities. The program does not qualify a graduate to take a State Bar exam, represent clients in court, give legal advice, or provide independent legal services. Paralegals may not provide legal services directly to the public, except as permitted by law. Courses that complete the degree are noted below.

Visit [National University](#) to view more information about transferring to National University. Speak with your success coach to choose courses that will help you to transfer to NU.

|                     |                                          |                                                                                |
|---------------------|------------------------------------------|--------------------------------------------------------------------------------|
| Catalog Year        | 2021-2022                                | You may use this pathway if you entered Dallas College on or before this date. |
| Degree Type         | Associate of Applied Science             |                                                                                |
| GPA Requirement     | Student must earn a GPA of 2.0 or higher |                                                                                |
| <a href="#">TSI</a> | Must be Complete                         |                                                                                |

### SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official degree requirements](#).

#### ASSOCIATE OF APPLIED SCIENCE DEGREE MINIMUM: 60 SEMESTER CREDIT HOURS

##### SEMESTER 1

Total Hours: 15

[LGLA 1301](#) – Legal Research and Writing  
[LGLA 1311](#) – Introduction to Law  
[LGLA 1313](#) – Introduction to Paralegal Studies  
[LGLA 1317](#) – Law Office Technology  
[ENGL 1301](#) – Composition I *This is a Core course. Must earn a grade of "C" or better.*

##### SEMESTER 1 ACTION ITEMS

1. Meet with your success coach to confirm academic and career goals before the end of the semester.
2. Meet with your success coach to research your career options and opportunities with a Paralegal degree.
3. Meet with faculty advisor or your success coach regarding opportunities for job shadowing and internships.

##### SEMESTER 2

Total Hours: 15

[LGLA 1345](#) – Civil Litigation  
[LGLA 1351](#) – Contracts  
[LGLA 1353](#) – Wills, Trusts and Probate Administration  
[LGLA 1355](#) – Family Law  
[MATH ELECTIVE\\*](#) *This is a Core course. Must earn a grade of "C" or better.*

\*There are several options to fulfill this requirement. See your success coach for a specific list.

#### SEMESTER 2 ACTION ITEMS

1. Meet with your success coach to request an official program of study audit and confirm or update your academic/career path.
2. Meet with a faculty advisor or your success coach regarding placement for the Cooperative Education course.

### SEMESTER 3

**Total Hours: 15**

LGLA 2303 – Torts and Personal Injury Law

LGLA 2311 – Business Organizations

**CHOOSE ONE:** SPCH 1311 – Introduction to Speech Communication *This is a Core course.* **OR**

SPCH 1315 – Public Speaking *This is a Core course.*

**CHOOSE ONE:** GOVT 2305 – Federal Government *This is a Core course.* **OR**

GOVT 2306 – Texas Government *This is a Core course.*

**CHOOSE ONE:** LGLA 1380 – Cooperative Education-Legal Assistant/Paralegal *Students are required to have a paid legal position prior to the beginning of the semester. The course offers college credit for legal work experience and lectures to aid in career development or advancement.* **OR**

**PARALEGAL ELECTIVE (one course)\***

\* Paralegal Electives: Selected from the following: LGLA 1300, LGLA 1323, LGLA 1343, LGLA 1359, LGLA 2313, LGLA 2315, LGLA 2323, LGLA 2335

#### SEMESTER 3 ACTION ITEMS

1. Meet with faculty advisor or your success coach for placement in the Cooperative Education Course, if needed.

### SEMESTER 4

**Total Hours: 15**

LGLA 2309 – Real Property

LGLA 2331 – Advanced Legal Research and Writing

HUMANITIES/FINE ARTS ELECTIVE\* *This is a Core course.*

SOCIAL OR BEHAVIORAL SCIENCE ELECTIVE\* *This is a Core course.*

**CHOOSE ONE:** LGLA 2380 – Cooperative Education-Legal Assistant/Paralegal *Students are required to have a paid legal position prior to the beginning of the semester. The course offers college credit for legal work experience and lectures to aid in career development or advancement.* **OR**

**PARALEGAL ELECTIVE (one course) \*\***

\* There are several options to fulfill this requirement. See your success coach for a specific list.

\*\* Paralegal Electives: Select from the following: LGLA 1300, LGLA 1323, LGLA 1343, LGLA 1359, LGLA 2313, LGLA 2315, LGLA 2323, LGLA 2335

#### SEMESTER 4 ACTION ITEMS

1. After reviewing your degree plan and program of study, meet with your success coach to apply for the Paralegal A.A.S.
2. Sign up for commencement.
3. Request final transcripts to be sent to NU.
4. Join the [Alumni Network!](#)

**DALLAS COLLEGE PATHWAY TOTAL: 60 SEMESTER CREDIT HOURS**

## National University

For questions about the National University portion of this transfer pathway, contact the **Academic Advising Office at 855-355-6288 or [mmasoud@nu.edu](mailto:mmasoud@nu.edu)**. It is best to apply to National University a full semester before you plan to transfer. It will help if you submit a copy of this pathway with your application. Each class at National University is one month (4 weeks) long. Students take one class per month. Students can complete 6 courses during each semester. Each class is 4.5 quarter units, which is equivalent to 3 semester units at Dallas College. See catalog for [official degree requirements](#).

### BACHELOR OF SCIENCE IN PARALEGAL STUDIES

#### SEMESTER 1

**Total Hours: 27 quarter units**

**PLA 200** – Legal Theory & Ethics (4 weeks)

**PLA 211** – English for Professionals (4 weeks)

**PLA 213** – Leg Res Wrtg-Legal Memo (4 weeks)

**PLA 218** – Leg Res Wrtg-Persuasive Wrtg. (4 weeks)

**PLA 216** – Computers & the Law (4 weeks)

**PLA 303** – Law Office Administration (4 weeks)

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**PLA 318** – Remedies & Dispute Resolution (4 weeks)  
**PLA 325** – Litigation I (4 weeks)  
**PLA 329** – Corporations I (4 weeks)  
**PLA 333** – Criminal Law I (4 weeks)  
**PLA 426** – Litigation II (4 weeks)  
**PLA 430** – Corporations II (4 weeks)

### **SEMESTER 3**

**Total Hours: 27 quarter units**

**PLA 434** – Criminal Law II (4 weeks)  
**PLA 495** – Objective Writing Capstone (4 weeks)  
**PLA 496** – Persuasive Writing Capstone (4 weeks)  
**One Upper Division Elective course** (4 weeks)  
**One Upper Division Elective course** (4 weeks)  
**One Upper Division Elective course** (4 weeks)

### **SEMESTER 4**

**Total Hours: 18 quarter units**

**One Upper Division Elective course** (4 weeks)  
**One Upper Division Elective course** (4 weeks)  
**One Upper Division Elective course** (4 weeks)  
**One Upper Division General Education course** (4 weeks)

Please see program catalog for the BSPLA Upper Division Elective and General Education Upper Division courses.

**Note:** In addition to Preparatory, Major Core, and Upper Division/Concentration Courses for the **Bachelor of Science in Paralegal Studies** at National University, all students are required to complete 70.5 quarter units of General Education. Students completing the **Associate of Applied Science in Paralegal** at Dallas College will need to complete an additional estimated 55.5 quarter units (37 semester units) of GE to meet program and unit requirements. For more information, please see National University's [catalog](#).

**NATIONAL UNIVERSITY PATHWAY TOTAL: 99 QUARTER UNITS**

**BACHELOR OF SCIENCE DEGREE MINIMUM: 180 QUARTER UNITS**

*(Transfer Pathway Approved 9.8.2021 by National University)*