

LEVEL II CERTIFICATE & AAS, PARALEGAL STUDIES

Additional information: Reference the SHSU Polytechnic College (<https://sam.edu/>) page for additional information.

Program Description

The Paralegal Studies Program is designed to equip students with the practical knowledge and skills required to support legal professionals in a variety of settings, including law firms, government agencies, and corporate legal departments. The program emphasizes a strong foundation in legal theory, ethics, and procedural law, while also providing students with hands-on experience in legal research, document drafting, case management, and client interactions. This program prepares graduates to perform essential paralegal tasks such as conducting legal research, preparing legal documents, and assisting attorneys in case preparation and trial proceedings. Through a combination of coursework and real-world experiences, students will develop critical thinking and problem-solving skills, effective communication, and a thorough understanding of the legal system. Upon completion of the program, students will be well-prepared to enter the workforce as competent paralegals or legal assistants, or to continue their studies in law or related fields.

This Undergraduate Certificate is eligible to receive Title IV funding – Direct Loans, Pell Grant, SEOG Grant, and Federal Work Study. To be considered for aid, students need to submit a Free Application for Federal Student Aid (FAFSA).

Statewide Industry Highlights

- Current Workforce: 9,260
 - Average Salary: \$55,200
 - Open Positions: 1,140
- Data provided by Lightcast, 2024

Code	Title	Hours
Level II Certificate, Paralegal Studies		
LGLA 1303	Legal Research	3
LGLA 1305	Legal Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1313	Introduction to Paralegal Studies	3
LGLA 1317	Law Office Technology	3
LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
LGLA 2305	Interviewing & Investigating	3
LGLA 2307	Law Office Management ¹	3
or LGLA 1380	Cooperative Education - Legal Assistant/Paralegal	
LGLA 2313	Criminal Law and Procedure	3
Total Hours		30

Note: The Level II certificate program stacks into the AAS curriculum.

¹ Choose one of the courses listed.

Code	Title	Hours
AAS, Paralegal Studies		
COMS 2386	Interpersonal Communication ¹	3
ENGL 1301	Composition I ²	3
MATH 1332	College Mathematics ³	3
or MATH 1324	Mathematics for Managerial Decision Making	
PHIL 1301	Introduction to Philosophy ⁴	3
POLS 2306	Texas Government ⁵	3
LGLA 1303	Legal Research	3
LGLA 1305	Legal Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1313	Introduction to Paralegal Studies	3
LGLA 1317	Law Office Technology	3

LGLA 1345	Civil Litigation	3
LGLA 1351	Contracts	3
LGLA 1355	Family Law	3
LGLA 2305	Interviewing & Investigating	3
LGLA 2307	Law Office Management ⁶	3
or LGLA 1380	Cooperative Education - Legal Assistant/Paralegal	
LGLA 2313	Criminal Law and Procedure	3
LGLA 2335	Advanced Civil Litigation	3
LGLA 2337	Mediation	3
LGLA 2339	Certified Paralegal Exam Review ⁷	3
or LGLA 2381	Cooperative Ed II- Paralegal Assistant	
LGLA 2341	Evidence	3

Total Hours**60**

- ¹ COMS 2386 satisfies the Core Curriculum requirement for Component Area VIII (Social and Behavioral Sciences).
² ENGL 1301 satisfies the Core Curriculum requirement for Component Area I (Communications).
³ MATH 1332 or MATH 1324 satisfies the Core Curriculum requirement for Component Area II (Mathematics).
⁴ PHIL 1301 satisfies the Core Curriculum requirement for Component Area IV (Language, Philosophy, and Culture).
⁵ POLS 2306 satisfies the Core Curriculum requirement for Component Area VII (Political Science/Government).
⁶ Choose one of the courses listed.
⁷ Choose one of the courses listed.

Additional information: Reference the SHSU Polytechnic College (<https://sam.edu/>) page for additional information.

Level II Certificate, Paralegal Studies

First Year

Fall	Hours	Spring	Hours
Term 1		Term 4	
LGLA 1305		3 LGLA 1355	3
LGLA 1311		3 LGLA 2305	3
Term 2		Term 5	
LGLA 1313		3 LGLA 2307 or 1380 ¹	3
LGLA 1317		3 LGLA 2313	3
Term 3			
LGLA 1303		3	
LGLA 1345		3	
		18	12

Total Hours: 30

Note: This Level II certificate program stacks into the AAS curriculum. Must be TSI compliant to receive the Level II certificate. All courses are scheduled for 5-weeks in length.

- ¹ Choose one of the courses listed.

AAS, Paralegal Studies

First Year

Fall	Hours	Spring	Hours	Summer	Hours
Term 1		Term 4		Term 7	
LGLA 1305		3 LGLA 1355		3 MATH 1332 or 1324 ²	3
LGLA 1311		3 LGLA 2305		3 POLS 2306 ³	3
Term 2		Term 5		Term 8	
LGLA 1313		3 LGLA 2307 or 1380 ¹		3 ENGL 1301 ⁴	3
LGLA 1317		3 LGLA 2313		3 COMS 2386 ⁵	3
Term 3		Term 6			

LGLA 1303	3	LGLA 1351	3
LGLA 1345	3	LGLA 2341	3
	18		18
Second Year			
Fall	Hours		
Term 9			
LGLA 2335	3		
LGLA 2337	3		
Term 10			
PHIL 1301 ⁶	3		
LGLA 2339 or 2381 ⁷	3		
	12		

Total Hours: 60

Note: All courses are scheduled for 5-weeks in length.

- ¹ Choose one of the courses listed.
- ² MATH 1332 or MATH 1324 satisfies the Core Curriculum requirement for Component Area II (Mathematics).
- ³ POLS 2306 satisfies the Core Curriculum requirement for Component Area VII (Political Science/Government).
- ⁴ ENGL 1301 satisfies the Core Curriculum requirement for Component Area I (Communications).
- ⁵ COMS 2386 satisfies the Core Curriculum requirement for Component Area VIII (Social and Behavioral Sciences).
- ⁶ PHIL 1301 satisfies the Core Curriculum requirement for Component Area IV (Language, Philosophy, and Culture).
- ⁷ Choose one of the courses listed.

The Texas Higher Education Coordinating Board (THECB) marketable skills initiative is part of the state's **60x30TX plan** and was designed to help students articulate their skills to employers. Marketable skills are those skills valued by employers and/or graduate programs that can be applied in a variety of work or education settings and may include interpersonal, cognitive, and applied skill areas.

The Level II Certificate and AAS Program in Paralegal Studies is designed to provide graduates with the following marketable skills:

- Use legal terminology to create documents and presentations, and to compose correspondence and legal documents.
- Search and analyze law literature from primary and secondary sources.
- Use common law office technology such as databases and electronic filing systems.
- Assist with client and witness interviews and legal investigations.
- Understand the ethical obligations of the profession and possess the ability to communicate effectively and professionally in oral and written communication.

Legal Assistant/Paralegal

LGLA 1303. Legal Research. 3 Hours.

Presents legal research techniques emphasizing the paralegal's role.

LGLA 1305. Legal Writing. 3 Hours.

Fundamentals of legal writing techniques including case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.

LGLA 1311. Introduction to Law. 3 Hours.

Presents legal terminology relating to substantive areas of law and the federal and state judicial systems. Emphasizes the paralegal's role in the legal system.

LGLA 1313. Introduction to Paralegal Studies. 3 Hours.

An overview of the paralegal profession including, professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services.

LGLA 1317. Law Office Technology. 3 Hours.

Computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology.

LGLA 1345. Civil Litigation. 3 Hours.

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation.

LGLA 1351. Contracts. 3 Hours.

Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.

LGLA 1355. Family Law. 3 Hours.

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

LGLA 1380. Cooperative Education - Legal Assistant/Paralegal. 3 Hours.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

LGLA 2305. Interviewing & Investigating. 3 Hours.

A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills, and the paralegal's role in interviewing and investigating legal matters.

LGLA 2307. Law Office Management. 3 Hours.

Fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.

LGLA 2313. Criminal Law and Procedure. 3 Hours.

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

LGLA 2331. Advanced Legal Research & Writing. 3 Hours.

Builds on previous legal research and writing courses and covers standard and electronic research techniques and preparation of complex legal documents with emphasis on the paralegal's role.

LGLA 2333. Advanced Legal Document Preparation. 3 Hours.

Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

LGLA 2335. Advanced Civil Litigation. 3 Hours.

Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses.

LGLA 2337. Mediation. 3 Hours.

Fundamental concepts of mediation and alternative dispute resolution emphasizing the paralegal's role assisting in the mediation process.

LGLA 2339. Certified Paralegal Exam Review. 3 Hours.

A review of the mandatory and optional topics covered in the Certified Paralegal Examination administered by the National Association of Legal Assistants.

LGLA 2341. Evidence. 3 Hours.

This course presents evidentiary concepts including gathering evidence, identifying evidentiary arguments, preparing evidence for trial, emphasizing the paralegal's role.

LGLA 2381. Cooperative Ed II- Paralegal Assistant. 3 Hours.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.