

# 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.

## Statewide Industry Highlights

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

Code	Title	Hours
<b>Level II Certificate, Paralegal Studies</b>		
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 2035:	Interviewing and Investigating	3
LGLA 2307:	Law Office Management or LGLA 1380: Cooperative Ed I, Paralegal Assistant (CO-OP) <sup>1</sup>	3
LGLA 2331:	Advanced Legal Research & Writing	3
<b>Total Hours</b>		<b>30</b>

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

<sup>1</sup> Choose one of the courses listed.

Code	Title	Hours
<b>AAS, Paralegal Studies</b>		
COMS 2386	Interpersonal Communication <sup>1</sup>	3
ENGL 1301	Composition I <sup>2</sup>	3
MATH 1332	College Mathematics <sup>3</sup>	3
PHIL 1301	Introduction to Philosophy <sup>4</sup>	3
POLS 2306	Texas Government <sup>5</sup>	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 1350:	Contracts	3
LGLA 1355:	Family Law	3
LGLA 2035:	Interviewing and Investigating	3
LGLA 2307:	Law Office Management or LGLA 1380: Cooperative Ed I, Paralegal Assistant (CO-OP) <sup>6</sup>	3

LGLA 2331: Advanced Legal Research & Writing	3
LGLA 2333: Advanced Legal Document Preparation	3
LGLA 2337: Mediation	3
LGLA 2339: Certified Paralegal Exam Review (Capstone) or LGLA 2381: Cooperative Ed II, Paralegal Assistant (CO-OP) <sup>7</sup>	3
LGLA 2352: Advanced Civil Litigation	3
<b>Total Hours</b>	<b>60</b>

- <sup>1</sup> COMS 2386 satisfies the Core Curriculum requirement for Component Area VIII (Social and Behavioral Sciences).  
<sup>2</sup> ENGL 1301 satisfies the Core Curriculum requirement for Component Area I (Communications).  
<sup>3</sup> MATH 1332 satisfies the Core Curriculum requirement for Component Area II (Mathematics).  
<sup>4</sup> PHIL 1301 satisfies the Core Curriculum requirement for Component Area IV (Language, Philosophy, and Culture).  
<sup>5</sup> POLS 2306 satisfies the Core Curriculum requirement for Component Area VII (Political Science/Government).  
<sup>6</sup> Choose one of the courses listed.  
<sup>7</sup> 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
LGLA 1303: Legal Research		3 LGLA 1345: Civil Litigation	3
LGLA 1305: Legal Writing		3 LGLA 1355: Family Law	3
LGLA 1311: Introduction to Law		3 LGLA 2305: Interviewing and Investigating	3
LGLA 1313: Introduction to Paralegal Studies		3 LGLA 2307: Law Office Management or LGLA 1380: Cooperative Ed I, Paralegal Assistant (CO-OP) <sup>1</sup>	3
LGLA 1317: Law Office Technology		3 LGLA 2331: Advanced Legal Research & Writing	3
	<b>15</b>		<b>15</b>

**Total Hours: 30**

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

- <sup>1</sup> Choose one of the courses listed.

## AAS, Paralegal Studies

### First Year

Fall	Hours	Spring	Hours
LGLA 1303: Legal Research		3 LGLA 1345: Civil Litigation	3
LGLA 1305: Legal Writing		3 LGLA 1355: Family Law	3
LGLA 1311: Introduction to Law		3 LGLA 2035: Interviewing and Investigating	3
LGLA 1313: Introduction to Paralegal Studies		3 LGLA 2307: Law Office Management or LGLA 1380: Cooperative Ed I, Paralegal Assistant (CO-OP) <sup>1</sup>	3
LGLA 1317: Law Office Technology		3 LGLA 2331: Advanced Legal Research & Writing	3
	<b>15</b>		<b>15</b>

### Second Year

Fall	Hours	Spring	Hours
ENGL 1301 <sup>2</sup>		3 COMS 2386 <sup>5</sup>	3
LGLA 1350: Contracts		3 LGLA 2337: Mediation	3
LGLA 2333: Advanced Legal Document Preparation		3 LGLA 2339: Certified Paralegal Exam Review (Capstone) or LGLA 2381: Cooperative Ed II, Paralegal Assistant (CO-OP) <sup>6</sup>	3
MATH 1332 <sup>3</sup>		3 LGLA 2352: Advanced Civil Litigation	3
POLS 2306 <sup>4</sup>		3 PHIL 1301 <sup>7</sup>	3
	<b>15</b>		<b>15</b>

**Total Hours: 60**

- <sup>1</sup> Choose one of the courses listed.

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

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.