Paralegal / Legal Assistant

Program Options:
AAS – Paralegal / Legal Assistant
Certificate Level 2 – Paralegal General

Collin College’s Paralegal Program is approved by the American Bar Association (ABA).

Law firms, corporations and governmental agencies hire paralegals/legal assistants to manage an array of legal responsibilities under the direction and supervision of a licensed attorney. Paralegals must be proficient in computer skills, legal terminology and legal procedures. The AAS degree in Paralegal / Legal Assistant provides excellent training in these areas and offers opportunities for specialization. This program does not qualify a graduate to take a state bar exam, represent clients in court, give legal advice, or provide independent legal services. Successful completion of the AAS Paralegal/Legal Assistant program meets the current eligibility requirements to qualify to take the Certified Paralegal Examination. Students should contact the National Association of Legal Assistants (NALA) for changes or alternate qualifications to sit for the CP Exam.

If your program requires a criminal background check, your placement in a required clinical site, cooperative, practicum, internship, and/or licensure/certification opportunity may be impacted. If you have any questions or concerns, please contact your program director and check with your licensing/certifying entity, if any, to determine your status.

Paralegal Program Goals
Consistent with the core values of the district, the mission of the paralegal studies program is to further the paralegal profession by providing specialized training and education in law and legal procedure that will produce graduates who are prepared to enter the legal workforce with sufficient technology skills and a firm understanding of the ethical responsibilities of the attorney and paralegal.

The goals of the paralegal program are:
1. The program will reflect a diverse student body.
2. The program will produce graduates who possess the legal knowledge and technology skills necessary to qualify them for employment in a legal work environment.
3. The program will produce graduates who demonstrate an understanding of their ethical responsibility in the legal profession.
4. The program will emphasize written communication skills.
5. The program will promote opportunities to service the needs of the local community and encourage pro bono and public interest causes.

Texas Woman’s University (TWU) and Collin Paralegal/Legal Assistant programs entered an articulation agreement effective fall 1999, which establishes a plan for students to obtain an AAS degree from Collin and a Bachelor of Science in Government - Legal Studies Emphasis degree from TWU. Collin College established a similar articulation agreement with Texas A&M University-Commerce, effective fall 2004, for the Bachelor of Arts/Science in Political Science with Emphasis in Paralegal Studies degree.

Admission to the Paralegal / Legal Assistant Associate of Applied Science Program is open to all students. Students with a prior degree may be eligible for admission to the Level II Paralegal General Certificate program. See certificate pre-entrance requirements.

Students planning to transfer to a college or university should check with Collin academic advisors. Also check the degree requirement of the intended transfer college prior to beginning this program to verify course degree applicability.

AAS – Paralegal / Legal Assistant
60 credit hours

FIRST YEAR
First Semester
ENGL 1301 Composition I
LGLA 1303 Legal Research
LGLA 1307 Introduction to Law and the Legal Professions
MATH 1314 College Algebra

Second Semester
GOVT 2305 Federal Government (Federal constitution and topics) 2
LGLA 1305 Legal Writing
LGLA 1342 Federal Civil Litigation
LGLA 2303 Torts and Personal Injury Law

Summer
ENGL 1302 Composition II
LGLA 1351 Contracts
LGLA 2311 Business Organizations
PHIL 2303 Introduction to Formal Logic 3

(See Humanities / Fine Arts Options)
SECOND YEAR
First Semester
LGLA 1344  Texas Civil Litigation
LGLA 1355  Family Law
GEN ED  Speech course
LAW ELECTIVE *

Second Semester
LGLA 1353  Wills, Trusts and Probate Administration
LGLA 2339  Certified Paralegal Exam Review (Capstone) *
LAW ELECTIVE *
LAW ELECTIVE *

1. May substitute MATH-1316, MATH-1324, MATH-1332, MATH-1342, MATH-1350, MATH-1351, or MATH-1414
2. May substitute GOVT-2306; no other substitutions
3. Recommended for students planning to take the LSAT.

* Law Electives (9 credit hours): LGLA-1323, LGLA-1343, LGLA-1380, LGLA-2307, LGLA-2309, LGLA-2313, LGLA-2323, or LGLA-2333

Certificate Level 2 – Paralegal General
36 credit hours

Pre-Entrance Requirements
Admission to the college or the degree program does not guarantee admission to the Paralegal General Certificate Program. Prior to admission to the certificate program, students must provide official documentation showing that they have earned a Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Associate of Arts, Associate of Science, or Associate of Arts for Teaching degree to demonstrate that they have met the American Bar Association requirements of having successfully developed critical reasoning, writing skills, and oral communication skills by completing at least eighteen semester credits of general education courses.

First Semester
LGLA 1303  Legal Research
LGLA 1307  Introduction to Law and the Legal Professions
LGLA 1342  Federal Civil Litigation
LGLA 2333  Advanced Legal Document Preparation

Second Semester
LGLA 1305  Legal Writing
LGLA 2303  Torts and Personal Injury Law
LAW ELECTIVE *
LAW ELECTIVE *

Third Semester
LGLA 1344  Texas Civil Litigation
LGLA 1351  Contracts
LGLA 2311  Business Organizations
LGLA 2339  Certified Paralegal Exam Review (Capstone) *

1. Students should contact the National Association of Legal Assistants (NALA) for current exam eligibility requirements.

* Law Electives (6 credit hours): LGLA-1323, LGLA-1343, LGLA-1353, LGLA-1355, LGLA-1380, LGLA-2307, LGLA-2309, LGLA-2313, or LGLA-2323