



### LEGAL STUDIES

### Associate in Applied Science

Curriculum Requirements: 60 Credits

START HERE

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SEMESTER 1	Credits	Milestone	Completed
CMIT 115 Software Applications	3		<input type="checkbox"/>
COMM 105 Professional Communications	3		<input type="checkbox"/>
LEGA 102 Law Office Administration	3	★	<input type="checkbox"/>
LEGA 101 Introduction to Legal Studies	3	★	<input type="checkbox"/>
SOCI 101 Introduction to Sociology	3		<input type="checkbox"/>
<b>Total Credits</b>	15		

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SEMESTER 2	Credits	Milestone	Completed
MATH 124 Statistics	3		<input type="checkbox"/>
LEGA 103 Legal Research and Writing	3	★	<input type="checkbox"/>
LEGA 104 Probate, Estates and Trusts	3		<input type="checkbox"/>
PSYC 101 Introduction to Psychology	3		<input type="checkbox"/>
SPE 101 Oral Communications	3		<input type="checkbox"/>
<b>Total Credits</b>	15		

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SEMESTER 3	Credits	Milestone	Completed
CJUS 125 Criminal Law	3	★	<input type="checkbox"/>
Core II General Education	3		<input type="checkbox"/>
Core IV Math or Science	3		<input type="checkbox"/>
LEGA 201 Business Organization	3		<input type="checkbox"/>
LEGA 105 Real Estate Law	3		<input type="checkbox"/>
<b>Total Credits</b>	15		

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SEMESTER 4	Credits	Milestone	Completed
LEGA 202 Family Law	3	★	<input type="checkbox"/>
LEGA 203 Litigation and Trial Preparation	3	★	<input type="checkbox"/>
LEGA 280 Legal Studies Capstone	3	★	<input type="checkbox"/>
Program Electives (Any LEGA, LDRS or CJUS courses)	6		<input type="checkbox"/>
<b>Total Credits</b>	15		

**YOU'VE FINISHED!**



#### Program Milestones

Program milestone courses should be taken in the term and order noted.

#### General Advising Notes

- **LEGA 101 Introduction to Legal Studies** is required and must be taken as an initial course in the program. It may be taken in conjunction with any other 100 level course.
- **LEGA 102 Law Office Administration** is required and may be taken in conjunction with any other 100 level course.
- **LEGA 103 Legal Research and Writing** is required and may be taken in conjunction with any other 100 level course.
- **LEGA 104 Probate, Estates, and Trusts** is required and may be taken in conjunction with any other 100 level course.
- **LEGA 105 Real Estate Law** is required and may be taken in conjunction with any other 100 level course.
- **LEGA 201 Business Organizations** is required and may be taken in conjunction with any 100 or 200 level courses.
- **LEGA 202 Family Law** is required and may be taken after completion of prerequisites LEGA 101 and CJUS 125.
- **LEGA 203 Litigation and Trial Preparation** is required and may be taken after completion of prerequisites LEGA 101, LEGA 102, and LEGA 103.
- **LEGA 280 Legal Studies Capstone** is required and as prerequisite must be taken by Legal Studies majors with 45 credits in required program courses which have included LEGA 102, LEGA 103, and CJUS 125.
- **LEGA 290 Legal Studies Internship** is an elective and as prerequisite open to Legal Studies majors with at least 30 credits and a GPA of 3.0 in the Legal Studies program, and permission of the department chair and his/her designee.

## Program Description

The Legal Studies Program is designed to prepare students for positions in the legal services profession. The program offers students a comprehensive and practical education for individuals aspiring to pursue a rewarding career as paralegals or legal assistants. Students will learn the role of paralegals and legal assistants supporting attorneys in private practice, government, business, and non-profits. Courses will expose students to the principles, terminology, and procedures of the legal system. Legal reasoning, system structure and function as well as legal ethics and professional responsibility will be taught. Courses will provide students the knowledge, skill, and abilities to research, write, and prepare documents for correspondence, court filings, civil litigation, and criminal proceedings. An internship component will present individuals to the legal community, provide a venue to apply knowledge, perform tasks, and gain experience in legal services.

## Program Learning Outcomes

Students who successfully complete the Associates in Applied Science degree in Legal Studies will be able to:

- Demonstrate a comprehensive understanding of key legal principles, terminology, and procedures in all areas of law.
- Conduct effective legal research using online databases, court records, law libraries, and other public sources to locate statutes, regulations, transactional histories and case law
- Communicate clearly and professionally, both orally and in writing, including drafting legal documents, memoranda, and correspondence.
- Demonstrate proficiency in overseeing law office operations including scheduling, case records, financial transactions, office supplies, and maintenance of office technology.
- Understand and adhere to the professional standards and ethical responsibilities of the paralegal profession.
- Develop effective client communication and interviewing skills to document relevant information for the managing attorney.
- Demonstrate professionalism, cultural competence, and understanding when interacting with clients from diverse backgrounds and limited legal knowledge.
- Understand the procedural rules and requirements for civil and criminal cases, including filing documents with courts, discovery processes, and trial procedures.
- Recognize the importance of ongoing professional development and the importance staying up-to-date with changes in law, and regulations, and court procedures.
- Work effectively as a member of a legal team, demonstrating the ability to collaborate with attorneys, paralegals, and legal support staff.
- Apply critical thinking skills to clarify client issues, identify relevant information, and assist the managing attorney.

## Career Opportunities

The US Department of Labor projects that the State of Maine will see a 9% increase in openings for paralegals and legal assistants between 2020-2030 with an average of 160 annual openings (US DOL, 2022). Additionally, the proximity of York County Community College offers students the opportunity to find employment opportunities in nearby New Hampshire where there are 135 annual openings for paralegals (NH DOL). Finally, national estimates for paralegal growth in the United States is 4% (as fast as average) equating to the addition of 14,800 jobs between 2022-2032 (US DOL). The Department of Labor estimates that the average salary for a paralegal is \$59,200.00 and the typical level of education for entry level employment is an Associate's degree (US DOL).

*Articulation agreements exist between York County Community College and various colleges and universities.*

*Please work with your advisor for information regarding these agreements.*

### DISCLAIMER

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