

# PARALEGAL STUDIES

College of Rural and Community Development  
Community and Technical College  
907-455-2835  
[www.ctc.uaf.edu/programs/paralegal/](http://www.ctc.uaf.edu/programs/paralegal/)

## AAS Degree

Minimum Requirements for Degree: 61 credits

The paralegal studies program trains students for employment as paralegals to help deliver legal services under the supervision of a practicing lawyer, and provides continuing education and upgrading of skills for paralegals already employed. The program also offers practical law-related topics for UAF students whose main focus is in other areas of study, such as political science and justice.

Paralegals and legal assistants are not authorized to provide direct legal services to the public. However, they are qualified to perform rudimentary legal research and produce drafts of letters, office memoranda, pleadings, contracts, wills and similar documents. Paralegals conduct client and witness interviews, engage in basic fact-finding and investigation, and assist in trial preparation and discovery. At all times they remain cognizant of the ethical responsibilities owed by the supervising lawyer to clients, other lawyers and the court system.

The paralegal studies program does not train lawyers or legal administrators. The associate degree is approved by the American Bar Association. The minor is not designed to prepare students to work as paralegals and is not approved by the American Bar Association.

## Major — AAS Degree

1. Complete ENGL F111X with a grade of C or better prior to admission to the program.
2. Complete the general university requirements (page 94).
3. Complete the AAS degree requirements (page 98).
4. Complete the following:\*
  - PLS F102—Introduction to Paralegal Studies.....3
  - PLS F105—Introduction to Paralegal Ethics.....2
  - PLS F201—Practical Paralegal Skills.....3
  - PLS F210—Civil Procedure.....3
  - PLS F260—Computers in the Law Office.....3
  - PLS F280—Legal Research and Writing for Paralegals.....3
  - PLS F285—Advanced Legal Writing.....2
  - PLS F299—Paralegal Studies Internship.....3
  - PS F101—Introduction to American Government (3)  
or JUST F110—Introduction to Justice (3).....3

5. Complete either:
  - PS F303—Politics and the Judicial Process (3)  
or PS F300X—Ethics and Society (3)  
or JUST F300X—Ethics and Justice (3).....3
6. Complete either:
  - PS F435W—Constitutional Law I: Institutions and Government Powers (3)  
or PS F436—Constitutional Law II: Civil Rights and Civil Liberties (3)  
or JRN F413—Mass Media Law (3).....3
7. Complete five of the following:\*
  - PLS F203—Torts.....3
  - PLS F213—Criminal Law for Paralegals.....3
  - PLS F215—Contracts/Real Property.....3
  - PLS F240—Family Law.....3
  - PLS F242—Employment and Administrative Law for Paralegals.....3
  - PLS F250—Probate Law.....3
  - PLS F275—Business Organizations.....3
  - PLS F293—(special topics course).....3
8. Minimum credits required .....61

\* Students must earn a C- grade or better in each PLS, PS, JUST or JRN course.

Note: Students interested in the paralegal studies degree should consult the program coordinator before enrolling in paralegal courses. Transfer credits for paralegal courses completed at other institutions are subject to approval by the program coordinator. No more than 15 credit hours of paralegal courses completed at other institutions will be applied toward completion of the AAS degree in paralegal studies at UAF.

## Minor

1. Complete the following:
  - PLS F102—Introduction to Paralegal Studies.....3
  - PLS electives.....12
2. Minimum credits required .....15

## Certificate Requirements

### Communication . . . . . 2–3 Credits

Complete one of the following:

- ENGL F111X—Introduction to Academic Writing.....(3)
- ABUS F170—Business English.....(3)
- ABUS F271—Business Communications .....(3)
- ENGL F211X—Academic Writing about Literature.....(3)
- ENGL F212—Business, Grant and Report Writing\* .....(3)
- ENGL F213X—Academic Writing about the Social and Natural Sciences .....(3)
- COMM F131X—Fundamentals of Oral Communication: Group Context .....(3)
- COMM F141X—Fundamentals of Oral Communication: Public Context.....(3)
- DEVS F104—University Communications..... (1–3)
- DEVS F105—Intensive Reading Development .....(3)
- Other program-approved discipline-based communication course or discipline-based courses with embedded communication content..... (2–3)

\* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

### Computation . . . . . 2–3 Credits

Complete one of the following:

- Any course at the F100 level or above in mathematical sciences (computer science, math or statistics) .....(3)
- ABUS F155—Business Math.....(3)
- DEVM F105—Intermediate Algebra .....(3)
- ECE F117—Math Skills for Early Childhood Educators.....(3)
- HLTH F116—Mathematics in Health Care.....(3)
- HUMS F117—Math Skills for Human Services.....(3)
- TTCH F131—Mathematics for the Trades .....(3)
- Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. ....(2–3)

### Human Relations . . . . . 2–3 Credits

Complete one of the following:

- ANTH F100X/SOC F100X—Individual, Society and Culture (s).....(3)
- ABUS F154—Human Relations .....(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h).....(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s) .....(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) .....(3)
- ED/PSY F245—Child Development (s) .....(3)
- HLTH F106—Human Behavior in Health Care (s).....(3)
- HUMS F120—Cultural Diversity in Human Services.....(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND  
RHS F115—Issues of Personal Development .....(2)
- Other program-approved discipline-based human relations or discipline-based courses with embedded human relations content. ....(2–3)

Major specialty at least ..... 21 Credits

Electives to total ..... 30 Credits

## Associate of Applied Science Requirements

### Written Communication . . . . . 6 Credits

- ENGL F111X—Introduction to Academic Writing.....(3)

Complete one of the following:

- ABUS F271—Business Communications .....(3)
- ENGL F211X—Academic Writing about Literature.....(3)
- ENGL F212—Business, Grant and Report Writing\* .....(3)
- ENGL F213X—Academic Writing about the Social and Natural Sciences .....(3)

\* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

### Oral Communication . . . . . 3 Credits

Complete one of the following:

- COMM F131X—Fundamentals of Oral Communication: Group Context .....(3)
  - COMM F141X—Fundamentals of Oral Communication: Public Context.....(3)
- or successful completion of competency test

### Computation . . . . . 3 Credits

Complete one of the following:

- Any course at the F100 level or above in mathematical sciences (computer science, math or statistics). ....(3)
- ABUS F155—Business Math.....(3)
- DEVM F105—Intermediate Algebra .....(3)
- ECE F117—Math Skills for Early Childhood Educators.....(3)
- HLTH F116—Mathematics in Health Care .....(3)
- HUMS F117—Math Skills for Human Services .....(3)
- TTCH F131—Mathematics for the Trades .....(3)
- Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. ....(3)

### Human Relations . . . . . 3 Credits

Complete one of the following:

- ANTH F100X/SOC F100X—Individual, Society and Culture (s).....(3)
- ABUS F154—Human Relations .....(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h).....(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s) .....(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) .....(3)
- ED/PSY F245—Childhood Development (s) .....(3)
- HLTH F106—Human Behavior in Health Care (s) .....(3)
- HUMS F120—Cultural Diversity in Human Services.....(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND  
RHS F115—Issues of Personal Development .....(2)
- Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. ....(3)

Major specialty at least ..... 30 Credits

Electives to total ..... 60 Credits

Minimum credits required for degree ..... 60 Credits

