

PARALEGAL STUDIES, A.A.S.

Entry Time

Fall, Spring, Summer

Award

Associate of Applied Science degree

2 years (4 terms)

Paralegals are legal professionals who assist attorneys in all areas of the law. An attorney may delegate any legal work to a paralegal except tasks that involve giving legal advice or representing a client in court (although paralegals may assist at trial). Iowa prohibits the practice of law by non-attorneys.

Kirkwood Community College is a longstanding member of the American Association for Paralegal Education. Kirkwood's Paralegal Studies helps prepare students for entry-level positions in the paralegal profession.

The plan of study also provides career-enhancing credentials for people already employed in law related work. Graduates work in law firms, corporate legal departments, and other business and governmental offices such as prosecutors' offices, banks, title companies and insurance companies.

The program coordinator shall have discretion to evaluate and approve the transfer of all legal specialty courses. A maximum transfer of 12 credits of legal specialty course work is allowed. Students planning to pursue a degree at a four-year institution follow the Liberal Arts program requirements while at Kirkwood, completing general education and Paralegal elective courses that prepare them to transfer.

Graduates who have gone on to law school after completing their bachelor's degree have found their paralegal education at Kirkwood served as an excellent pre-law experience. In addition, any student wishing to explore a legal career will find program courses useful. Introduction to Law, the first program course, satisfies three credit hours of social science requirement toward an A.A. or A.A.S. degree. It is recommended that you work closely with your paralegal advisor.

Degree Requirements

Course	Title	Credit Hours
Term 1		
PRL-103	Introduction to Law	3
Select one of the following:		5
ENG-120	College Writing	
ENG-105 & ENG-106	Composition I and Composition II	
ENG-105 & ENG-108	Composition I and Composition II: Technical Writing	
SPC-101 or SPC-112	Fundamentals of Oral Communication or Public Speaking	3
BCA-189 or CSC-116	Microcomputer Literacy or Information Computing	1
Humanities or History/Culture Course (https://creditcatalog.kirkwood.edu/aas-degree-humanities-requirement/)		3

Math Course		3
Term Totals:		18
Term 2		
PRL-116	Fundamentals of Legal Research and Writing	3
PRL-176	Civil Litigation	3
Program Elective		3
Social Sciences Course		3
Term Totals:		12
Term 3		
PRL-117	Advanced Legal Research and Writing	3
PRL-174	Contracts	3
Humanities or History/Culture Course (https://creditcatalog.kirkwood.edu/aas-degree-humanities-requirement/)		3
Social Sciences Course		3
Program Elective		6
Term Totals:		18
Term 4		
PRL-133	Torts	3
Humanities or History/Culture Course (https://creditcatalog.kirkwood.edu/aas-degree-humanities-requirement/)		3
Science Course		3
Program Elective		6
Term Totals:		15
Program Totals:		63

Program Electives

Code	Title	Credit Hours
PRL-121	Investigation for Paralegals	3
PRL-143	Business Organization Law	3
PRL-151	Real Estate Law	3
PRL-161	Family Law	3
PRL-166	Estate Planning/Administration	3
PRL-171	Administrative Law	3
PRL-186	Employment Law Topics	3
PRL-192	Criminal Law and Procedure for the Paralegal	3
PRL-193	Constitutional Law	3
WBL-309	Internship: Government and Criminal Justice	3