



# Legal Professions: Paralegal Specialty

## Legal Professions Program

The national trend for support staff in the law firm is a person who has qualifications of both a paralegal and a legal secretary. This means the ideal employee will have a diverse knowledge of the legal profession plus the ability to draft and produce legal documents and to conduct legal research using a variety of computer programs.

The Legal Professions curriculum will involve a core curriculum for the first three semesters with students taking specialized courses for either the Paralegal program or Legal Secretary program beginning with the second semester. Graduates of either speciality will receive an Associate in Applied Science degree.

## Career Opportunities

Graduates of the Legal Professions program will have valuable skills that are marketable across the country. Graduates may find employment locally in public and private legal services both in criminal and civil procedures. Local law firms also employ Legal Professions students on a part-time basis while the student is enrolled at Del Mar College.

## Evening Classes

This program has evening classes for the core curriculum and for the Paralegal Specialty. The Legal Secretarial Specialty rarely holds evening classes.

## For More Information

Department of Business Administration  
Del Mar College  
101 Baldwin Blvd.  
Corpus Christi, TX 78404-3897  
(361) 698-1372  
[www.delmar.edu](http://www.delmar.edu)

## ASSOCIATE IN APPLIED SCIENCE DEGREE: LEGAL PROFESSIONS - PARALEGAL SPECIALTY (Suggested Occupational Plan)

FIRST SEMESTER		SEMESTER HOURS
LGLA 1317.	Law Office Technology	3
LGLA 1401.	Legal Research and Writing	4
HRPO 1311.	Human Relations	3
LGLA 1313.	Introduction to Paralegal Studies	3
POFT 1301.	Business English	3
SECOND SEMESTER		
POFL 1371.	Word Processing for the Legal Professions II	3
LGLA 1344.	Texas Civil Litigation	3
<b>ENGL 1301.</b>	<b>Composition I</b>	<b>3</b>
LGLA 1311.	Introduction to Law	3
<b>MATH 1314.</b>	<b>College Algebra</b>	<b>3</b>
THIRD SEMESTER		
<b>Social/Behavioral Science Elective</b>		<b>3</b>
<b>Humanities/Visual or Performing Arts Elective</b>		<b>3</b>
FOURTH SEMESTER		
POFL 2401.	Legal Document Processing	4
LGLA 2307.	Law Office Management	3
LGLA 2305.	Interviewing and Investigating	3
LGLA 2302.	Paralegal Trial Preparation and Procedures	3
LGLA 2366.	Practicum - Paralegal/Legal Assistant	3
FIFTH SEMESTER		
LGLA 2433.	Advanced Legal Document Preparation	3
<b>SPCH 1315</b>	<b>Fundamentals of Public Speaking</b>	<b>3</b>
LGLA 2367.	Practicum - Paralegal/Legal Assistant (Capstone)	3
LGLA 2331.	Advanced Legal Research and Writing	3
LGLA 2335	Advanced Civil Litigation	3
<b>Total Semester Hours for Associate Degree</b>		<b>69</b>

Courses in **bold type** meet General Education requirements for Del Mar College Associate in Applied Science degrees.

A student intending to transfer to a four-year institution may elect to substitute general education courses required by the four-year institution chosen by the student for the LGLA or POFL electives. Such an election must be discussed with a faculty advisor and noted on student's Education Plan prior to execution. Select electives from LGLA 1341, 1343, 1351, 1353, 1355, 2303, 2309, 2311, 2313, 2337, and POFL 1355.

The provisions and information set forth in this statement are intended to be informational and not contractual in nature and are subject to modification without notice, by the Administration or the Board of Regents. For additional explanation refer to the Disclaimer in the College Catalog. Del Mar College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason.

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## Admissions

Del Mar College maintains an “open door” admissions policy. In order to gain admission to the College and prior to registration, students must complete an Admissions File to include:

- Application for Admission
- Official high school transcript or GED test scores and/or official college transcript(s)
- Placement test scores
- Proof of Texas residency for the previous 12 months to qualify for in-state tuition

Contact the Admission Office in the Harvin Student Center (East Campus) or the Administration Building (West Campus) for information related to admission to the College.

***At selected sites prior to attending clinical, the student must pass a background check and drug screen test, at student's expense, for security clearance and continued enrollment in the program.***

## Financial Aid/Scholarships

Financial Aid Services assists students who need financial resources to help pay their College costs. Financial Aid Services provides information on grants, loans, or employment for students with a demonstrated financial need. Many scholarships are also available for students and are awarded based on academic achievement and/or financial need.

More than 5,000 Del Mar students are eligible to receive financial aid each year. Full- or part-time students may apply for need-based financial aid programs or scholarships. The only way for students to determine their eligibility is to apply for financial aid. The best, easiest, and quickest way to apply for aid is by completing the Free Application for Federal Student Aid (FAFSA), which is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Results may be available in 7-10 days. The FAFSA application itself may be mailed; however, this process may take anywhere from 4-6 weeks. The Title IV school code for Del Mar College is 003563. Please note that you must provide the previous year's income tax information regardless of the application process you choose to employ. (Dependent students **must** provide their parents' tax information as well.)

Contact Financial Aid Services in the Harvin Student Center (East Campus) or the Coleman Center (West Campus) for further information related to need-based financial assistance or academic achievement-based scholarships.

## Success Initiative

Del Mar College actively supports the Texas “Success Initiative.” Assessment is required to identify the readiness of entering students to enroll in academic coursework. For students needing skill improvement, the College provides developmental courses at a variety of levels to accommodate students' individual needs. All students may take advantage of New Student Orientation, Freshman Seminar, learning labs, tutoring services, counseling, advising, and PLATO software to supplement their coursework and to meet their education goals.

## Student Services

Del Mar College is dedicated to making education as accessible as possible. For that reason, a comprehensive network of student services is available to all students. More information about each of these services is available through the College Catalog or in the Harvin Student Center on the East Campus or the Coleman Center on the West Campus.

### Student Services

### Phone Number

Admission/Records/Registration/Graduation .....	698-1255
Financial Aid Services .....	698-1293
Counseling/Career Exploration .....	698-1290
Career Job Placement.....	698-1970
Special Services/students with disabilities .....	698-1298
Student Activities/orientation/clubs .....	698-1279
Testing .....	698-1645
Tutoring .....	698-2347