



Wayne
County
Community
College
District

Paralegal Technology

ABOUT THE PROGRAM

The Paralegal Technology Associate of Applied Science degree program provides students with the educational background and training required to become a paralegal, legal assistant or legal aide. Graduates of the Paralegal Technology Program are able to assist a licensed attorney in providing legal services to their clients. The program provides the knowledge and skills regarding the legal system and substantive and procedural law necessary to perform many routine legal processes under the supervision of a licensed attorney.

WHAT DO PARALEGALS AND LEGAL ASSISTANTS DO?

Paralegals and legal assistants do a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research, and drafting documents.

WHERE DO THEY WORK?

Paralegals and legal assistants are found in all types of organizations, but most work for law firms, corporate legal departments, or government agencies. They usually work full-time, and overtime is sometimes needed to meet important deadlines.



PAY

The median annual wage for paralegals and legal assistants was \$48,810 in May 2015.

JOB OUTLOOK

Employment of paralegals and legal assistants is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Paralegals and Legal Assistants, on the Internet at <http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>



**Wayne County Community College District....
Jobs for Today, Jobs for the Future!**

**FOR MORE INFORMATION, CALL 313-496-2600
OR VISIT OUR WEBSITE AT WWW.WCCCD.EDU**

Recommended Sequence of Courses

Paralegal Technology:

Associate of Applied Science (A.A.S.)

CR. No.	COURSE TITLE	CREDITS
---------	--------------	---------

SEMESTER 1

ENG 119	English I	3
MAT 113	Intermediate Algebra	3
PLT 105	Legal Interviews and Investigation	3
PLT 120	Legal Research Writing I	3
PLT 135	Professional Responsibility/ Legal Ethics	3

SEMESTER TOTAL15

SEMESTER 2

ENG 120	English II	3
SPH 101	Fundamentals of Speech	3
—OR—		
SPH 105	Improving the Speaking Voice	3
PLT 130	Law Office Procedures and Management	3
PLT 140	Business Organization and Corporation Law I	3
PLT 150	Legal Comp and Research II	3

SEMESTER TOTAL15

SEMESTER 3

Elective:	Humanities	3
PS 101	American Government	3
PLT 160	General Practice Survey	3
PLT 170	Probate Law and Practice	3
PLT 210	Administrative Law and Procedure	3

Elective: Social Science3

SEMESTER TOTAL18

SEMESTER 4

Elective:	Natural Science with Lab	4
PLT 220	Criminal Law Practice and Procedure	3
PLT 245	Debtor Relief and Creditor Rights	3
Elective:	Other	6

SEMESTER TOTAL16

A.A.S. PROGRAM TOTAL64

Note: Program total hours may not include prerequisites.

It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

This document is for informational use only and does not constitute a contract. WCCCD reserves the right to add or delete, without notice, any course offering or information contained in this document. 2/19/07