

PARALEGAL / LEGAL ASSISTANT EDUCATIONAL PROGRAM

The objective of the Paralegal/Legal Assistant program is to prepare the student for an entry-level position as a Paralegal/Legal Assistant in an attorney's office, governmental agency, corporate office, or other legal entity. Students of the Paralegal Program are also prepared for a professional entry-level position within small, medium, and large businesses which may include office management, human resources, case manager, accounts manager, research and intake, title examination, mortgage lending, banking, permit and license contractor, administrative support, coordinator,

customer service, quality assurance, accounts manager, research and intake, title examination, mortgage lending, and banking.

PROGRAM LENGTH

FULL - TIME day students should complete the program in approximately 10 months.

PART - TIME evening students should complete the program in approximately 18 to 24 months.

ABOUT OUR PARALEGAL PROGRAM

Students who attend ACI's paralegal program receive unique training through the school's on-site law firm (Vecchio & Vecchio) and the law library. Day school students in their 3rd quarter of training will work with Vecchio & Vecchio on a day-to-day basis on actual case files. This "Hands on Training" by paralegal students is valuable experience and is unique when compared to other paralegal programs.



THE DEMAND FOR PARALEGALS IS GROWING.
Photo taken at ACI Campus

CURRICULUM

Course Number	Subject	Quarter			
		Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Credit Hours
PL100	Proofreading for Professionals	55	0	0	5.5
PL102	Computer Spreadsheet	55	0	0	5.5
PL104	Introduction to Computers and Word Processing I	8	47	0	2.5
MA140	Medical Terminology or				
PL107	Family Law	60	0	0	6
CR130	Introduction to Law and Legal Terminology	60	0	0	6
PL200	Legal Document Preparation	10	40	0	3.0
PL202	Computerized Legal Research	10	15	0	1.5
PL203	Basic Keyboarding	5	20	0	1.5
PL204	Manual Legal Research	20	30	0	3.5
PL206	Rules of Court and Procedures	55	0	0	5.5
PL208	General Legal Practice	55	5	0	5.5
PL300	Career Development	18	2	0	1.5
PL300A	Litigation	125	65	0	15.5
PL300B	Business Law	55	5	0	5.5
PL400	Externship (<i>must be completed to graduate</i>)	0	0	80	2.5
SUBTOTALS		591	229	80	
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					71
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					900

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours
 PL100.....55/5.5

PROOFREADING FOR PROFESSIONALS

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document.

(Prerequisite: None)

PL102.....55/5.5

COMPUTER SPREADSHEET & LAB

This course prepares the student to work with computer spreadsheet software in a career setting or for personal use. The student will process, manipulate, and represent numeric data using spreadsheet software. This course also includes basic principles of accounting.

(Prerequisite: PL104)

PL104.....55/2.5

INTRODUCTION TO COMPUTERS AND WORD PROCESSING I

This subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print, and manage documents using word processing software (Microsoft Word). *(Prerequisite: None)*

MA140.....60/6

MEDICAL TERMINOLOGY

This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology.

(Prerequisite: None) Not open to students selecting Family Law (PL107).

PL107.....60/6

FAMILY LAW

This subject introduces the student to the basics of family law issues. Upon completion of this subject, students will be familiar with applicable rules and laws, and be able to prepare documents pertaining to mar-

riage, divorce, adoption, prenuptial agreements, paternity, separation, child custody, child support, domestic violence, and other family law issues. *(Prerequisite: None)* Not open to students selecting Medical Terminology (PL106).

CR130.....60/6

INTRODUCTION TO LAW AND LEGAL TERMINOLOGY

This subject provides the student with an understanding of civil law, criminal law, state and federal court systems, and the discovery process. It also provides an understanding of trial and appellate processes as they relate to the judicial system and introduces the student to the legislative process and various administrative agencies. This subject also provides the student with an understanding of basic legal terminology. *(Prerequisite: None)*

PL200.....50/3

LEGAL DOCUMENT PREPARATION

This subject introduces the student to the preparation of legal documents such as wills, briefs, interrogatories, and other legal documents. (Paralegal students who type less than 40 wpm will be required to attend typing classes until they are at least 40 wpm proficient.)

(Prerequisite: PL104)

PL202.....25/1.5

COMPUTERIZED LEGAL RESEARCH

This subject provides the student with the skills to utilize one of the nationally-known computerized banks of legal information. Currently the school utilizes the Westlaw software.

(Prerequisite: None)

PL203.....25/1.5

BASIC KEYBOARDING

This subject introduces the student to keyboarding basics. Emphasis is placed on building keyboarding speed and accuracy using computer keyboards. Objective: 50wpm

(Prerequisite: None)

PL204.....50/3.5

MANUAL LEGAL RESEARCH

This subject is designed to train the student in legal research techniques utilizing the school's law library and facilities.

(Prerequisites: None)

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

PL20655/5.5

RULES OF COURT AND PROCEDURES

This subject provides students with information on legal procedures involving state and federal courts. Emphasis is placed on Texas Court Rules and Procedures.

(Prerequisite: None)

PL20860/5.5

GENERAL LEGAL PRACTICE

This subject familiarizes the student with the following areas of legal study: criminal law, family law, wills, and trusts. Upon completion, the student will have been introduced to the fundamentals of substantive criminal law, constitutional criminal law, family law as applied in Texas, and to the laws governing testamentary and non-testamentary dispositions of estates.

(Prerequisites: None)

PL30020/1.5

CAREER DEVELOPMENT

This subject is designed to assist the student in obtaining a job, how to create a resume, prepare for a successful job interview, and dress appropriately for the business office.

(Prerequisites: None)

PL300A190/15.5

LITIGATION

This advanced subject introduces the student to litigation skills, practices, and procedures. The student will work under the supervision of an attorney or paralegal to perform the following tasks: gather information and evidence and assist in the preparation of formal discovery materials and research (computerized and manual).

(Prerequisites: PL104, CR130, PL202, PL204)

PL300B60/5.5

BUSINESS LAW

Upon completion of this subject, students will learn to recognize the significant terms defining what contracts, agency relationships, business organizations, and securities markets are about. They will be able to recognize the processes and procedures which make for sound contracts, agency relationships, business organizations, and securities markets regulations. They will be able to read and com

prehend judicial decisions, statutory enactments, and administrative regulations affecting the interpretation of contracts, the scope of agency relationships, the modus operandi of business organizations, and the government of securities markets.

(Prerequisites: None)

PL40080/2.5

EXTERNSHIP

Upon completion of all required subjects, the student must complete an 80-hour externship. This externship is directed and supervised by an attorney or paralegal in coordination with the school's placement office. The student's supervising attorney or paralegal must provide the school with written documentation verifying the student has successfully completed the externship. Students are given approximately two months to complete their externship. Students who do not complete their externship will not be allowed to graduate.

(Prerequisites: PL104, CR130, PL202, PL204)

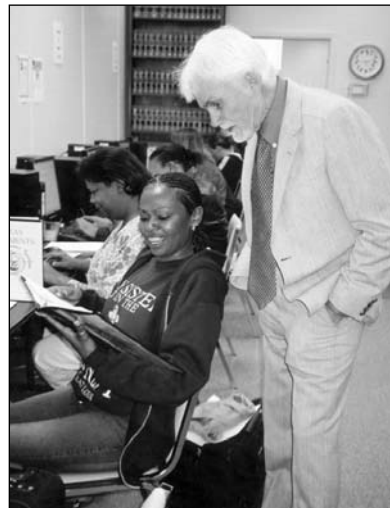


Photo taken at ACI Campus