



Paralegal

Associate of Applied
Science

Program description

Have a passion for justice and a desire to help others? Consider a job in the legal profession by earning a paralegal degree or certificate in Highline's Legal Studies department. Learn how the legal system works, how to find relevant laws, interpret and apply them. Learn legal writing skills to communicate with attorneys and courts. Learn legal-specific software and gain the soft skills attorneys are looking for in their paralegals. Earn an Associate in Applied Science degree (well-rounded degree with liberal arts classes) or a Paralegal Plus certificate if you have a bachelor's degree already.

Key advisors

Bruce Lamb, blamb@highline.edu

Che Dawson, cdawson@highline.edu

[Request a faculty advisor.](#)

Program map

The following program map contains recommended courses to complete your [AAS degree in Paralegal Studies](#).

This document does not replace meeting with an advisor. In order to discuss your educational goals and plans a meeting with an advisor is very important.

Advising Notes

This map is intended for students who start **fall quarter**. Please contact an advisor for alternative course sequences.

Some courses may be taken during Summer to decrease the credit load.

*Students must achieve a minimum 2.0 GPA ENGL 101, and each LEGAL course to attain a Paralegal AAS degree.

1st Quarter: Fall

| Courses: 16 credits | Credits | Complete? |
|---|---------|-----------|
| LEGAL 139 - Getting Started: Paralegal Orientation | 1 | |
| LEGAL 216 – Introduction to Law | 5 | |
| ENGL& 101 – English Composition I * | 5 | |
| General Education Elective 100 level. Select from Communications, Social Sciences, Fine Arts, Natural Sciences, Humanities, or Math | 5 | |

Action items/milestones

- Meet with Paralegal Program Manager or Faculty Advisor

2nd Quarter: Winter

| Courses: 15 credits | Credits | Complete? |
|--|---------|-----------|
| Choose one LEGAL "Supporting Course" | 5 | |
| LEGAL 101 - Introduction to Ethics I | 5 | |
| CMST& 101 – Introduction to Communication or CMST& 220 – Public Speaking | 5 | |

3rd Quarter: Spring

| Courses: 18 credits | Credits | Complete? |
|---|---------|-----------|
| BUSN 160 – Human/Labor Relations or PSYC& 100 – General Psychology | 5 | |
| BUSN 135 or ACCTG 121 or MATH 100 level of above | 5 | |
| General Education Elective 100 level. Select from Communications, Social Sciences, Fine Arts, Natural Sciences, Humanities, or Math | 5 | |
| Choose one LEGAL "Supporting Course" | 3 | |

Action items/milestones

- Meet with assigned faculty advisor prior to registering beyond 45 credits

4th Quarter: Fall

| Courses: 15 credits | Credits | Complete? |
|--|---------|-----------|
| LEGAL 102 - Civil Procedures I | 5 | |
| LEGAL 199 - Legal Research and Writing I | 5 | |
| Choose one LEGAL "Supporting Course" | 5 | |

5th Quarter: Winter

| Courses: 17 credits | Credits | Complete? |
|---|---------|-----------|
| LEGAL 135 - Law Office Technology | 5 | |
| LEGAL 103 - Civil Procedures II | 5 | |
| LEGAL 200 - Legal Research and Writing II | 5 | |
| Choose one LEGAL "Supporting Course" | 2 | |

Action items/milestones

- Meet with Faculty Advisor at or prior to completion of 75 credits.

6th Quarter: Spring

| Courses: 16 credits | Credits | Complete? |
|---|---------|-----------|
| LEGAL 140 - Cooperative Work Experience | 5 | |
| LEGAL 141 - Cooperative Work Experience Seminar | 1 | |
| Choose one LEGAL "Supporting Course" | 5 | |
| General Education Elective 100 level. Select from Communications, Social Sciences, Fine Arts, Natural Sciences, Humanities, or Math | 5 | |

Action items/milestones

- Apply for graduation and register for commencement.