



PARALEGAL - Associate in Applied Science (2018-2019 Catalog)

Student Name: _____

Advisor Name: _____

Developmental Education Courses (if required)

English Placement			Math Placement		
<input type="checkbox"/>	ACLS025	Academic Reading and Writing Skills I	<input type="checkbox"/>	MATH 020	Pre-Algebra
<input type="checkbox"/>	ACLS026	Academic Reading and Writing Skills II	<input type="checkbox"/>	MATH 022	Elementary Algebra
<input type="checkbox"/>	ACLS050	Introduction to Academic Literacy	<input type="checkbox"/>	MATH 026	Intermediate Algebra
<input type="checkbox"/>	ENGL027	Writing Skills Workshop			

SEMESTER-BY-SEMESTER PROGRAM MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion

Plans can be modified to fit the needs of part-time students by adding more semesters

Choose your courses with your Success Navigator or Faculty Advisor.

Complete	Semester 1					
	Course #	Course Title	Credits	Gen Ed	Term/Location Offered (Fall, Winter, Spring, Summer) (Bethlehem, Monroe, Fowler, Online)	Pre-requisites / Co-requisites (PRE / CO)
<input type="checkbox"/>	COLS101	College Success	1		FA, SP, SU; BETH, MROE, DIST	
<input type="checkbox"/>	CMTH102	Introduction to Communication	3	Communication	FA, SP, SU; BETH, MROE, DIST	
<input type="checkbox"/>	ENGL101	English I	3	Communication	FA, SP, SU; BETH, MROE, DIST	PRE: ENGL Placement Policy
<input type="checkbox"/>	OFAD101	Keyboarding & Formatting Essentials I	3		FA, SP, SU; BETH, MROE, DIST	
<input type="checkbox"/>	PARL101	Introduction to Paralegal Studies	3		FA, SP; BETH only	
<input type="checkbox"/>	PARL153	Real Estate Law	3		FA-BETH only	PRE or CO: PARL101; PRE: Word Processing Skills
	Total Semester Credits:		16			
Complete	Semester 2					
	Course #	Course Title	Credits	Gen Ed	Term/Location Offered	Pre-requisites/Co-requisites
<input type="checkbox"/>	ENGL151L	English II (Literature) (D)	3	Communication	FA, SP, SU; BETH, MROE, DIST	PRE: ENGL101
<input type="checkbox"/>	OFAD163	Law Office Procedures	3		SP-BETH only	PRE: Word Processing Skills (MS Word)
<input type="checkbox"/>	PARL187	Litigation Practice and Procedure	3		FA, SP; BETH	PRE or CO: PARL101; PRE: typing skill
<input type="checkbox"/>	PARL205	Legal Research	3		FA, SP; BETH	PRE: ENGL101 and PARL101
<input type="checkbox"/>	PARL	Paralegal Elective**	3		FA, SP; BETH	PRE: PARL101
<input type="checkbox"/>		AH, SIT, or SSHB General Education Elective	3	AH, SIT, or SSHB	FA, SP, SU; BETH, MROE, DIST	
	Total Semester Credits		18			
Complete	Semester 3					
	Course #	Course Title	Credits	Gen Ed	Term/Location Offered	Pre-requisites/Co-requisites
<input type="checkbox"/>	ACCT101	Financial Accounting I	3		FA, SP, SU; BETH, MROE, DIST	
<input type="checkbox"/>	OFAD144	Introduction to Outlook	1		FA, SP, SU; DIST	
<input type="checkbox"/>	OFAD142	Introduction to Excel	1		FA, SP; DIST	
<input type="checkbox"/>	OFAD130	Introduction to WordPerfect	1		FA, SP; BETH	
<input type="checkbox"/>	PARL	Paralegal Elective**	3		FA, SP; BETH	PRE: PARL101
<input type="checkbox"/>	PARL210G	Legal Writing (WI)	3		FA, SP; BETH	PRE: ENGL101, ENGL151, PARL205
<input type="checkbox"/>		Math or Science Elective*	3/4	QL or Science	FA, SP, SU; BETH, MROE, DIST	
	Total Semester Credits		15/16			
Complete	Semester 4					
	Course #	Course Title	Credits	Gen Ed	Term/Location Offered	Pre-requisites/Co-requisites
<input type="checkbox"/>	PARL250	Internship	3		FA, SP; BETH	PRE: PARL187, PARL210G, OFAD142, OFAD163
<input type="checkbox"/>	PARL	Paralegal Elective**	3		FA, SP; BETH	PRE: PARL101
<input type="checkbox"/>		SIT or SSHB General Education Elective+	3	SIT or SSHB	FA, SP, SU; BETH, MROE, DIST	
<input type="checkbox"/>		SIT or SSHB General Education Elective+	3	SIT or SSHB	FA, SP, SU; BETH, MROE, DIST	
<input type="checkbox"/>		Elective	3		FA, SP, SU; BETH, MROE, DIST	
	Total Semester Credits:		15			
	Total Degree Credits:		64/65			

Notes:

- **Paralegal Required Electives may be offered in the following semesters: (Must choose three): PARL 151 (Fall Only); PARL 156 (Spring Only); PARL 161 (Spring Only); PARL 162 (Fall Only); PARL 163 (Spring Only); PARL 166 (Fall Only); PARL 171 (Fall Only).
- *SUGGESTED COURSES FOR Mathematics (QL) or Science (SCI) Electives: MATH 103; MATH 120; MATH 150; BIOS 104; BIOS 105; BIOS 110; or BIOS 126.
- *SUGGESTED COURSES FOR SIT/SSHB Electives: POLS 105; POLS 110; POLS 251 or PSYC 103.
- Elective: All courses except: OXX-level courses; EARL 221, EARL 222.

Program Narrative:

- The U.S. Department of Labor projects that this profession will continue to grow as fast as the average for all occupations. While paralegals may not provide legal services directly to the public except as permitted by law, the Labor Department's occupational outlook notes that employers are expected to hire more paralegals as they try to reduce costs and increase the efficiency of legal services. Northampton's student-centered learning approach to paralegal education will prepare you to enter this dynamic, high-demand profession.
- Northampton's program has been approved by the American Bar Association. Paralegals may not practice law or provide legal services directly to the public, except as permitted by law. This prestigious approval places our program in a select group of programs nationwide that are designed and operated to meet the highest standards of paralegal education. For additional information on ABA approval, contact the American Bar Association, Standing Committee on Paralegals, 321 N. Clark Street, 19th Floor, Chicago, IL 60654 or at www.abaparalegals.org.
- Graduates will be ready to accept positions such as paralegals, trust coordinators, title searchers, settlement clerks, or litigation specialists. If your quest for knowledge is not complete after two years of study, it is possible to transfer to four-year institutions to complete your baccalaureate degree.

Program Outcomes: Graduates will be able to:

- Understand the substantive legal terminology and issues, ethical values, and general office skills needed to function effectively in a legal office environment.
- Demonstrate professional behavior and necessary competencies under the supervision of an attorney in the completion of legal work on behalf of a client.
- Exhibit interpersonal communication skills necessary to work effectively with people in the legal profession.
- Understand the need for and participate in continuing education and professional development opportunities in order to enhance one's value to a legal office.

Transfer Information:

- NCC has a transfer agreement with Peirce College in Philadelphia, PA that allows the student upon completion of their AAS degree to continue their pursuit of a Bachelor of Science degree in Paralegal Studies.

Career Information:

- Career Potential: Paralegal, Legal Assistant, Trust Coordinator, Title Searcher, Settlement Clerk, Litigation Specialist.
- Career Outlook: (2016 data from OCCUPATIONAL OUTLOOK HANDBOOK) 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.
- Link to Career Coach: <https://northampton.emsicc.com/careers/paralegal-and-legal-assistant/about>

Paralegal Electives	Arts & Humanities (AH) Electives	Societies & Institutions over Time (SIT) Electives	Diversity (D) Electives
PARL151 Family Law (Fall only)	ARTA 100 Art and Visual Thinking	CMTH 221 History of Broadcasting	BIOS 126 Environmental Science
PARL156 Estates and Trusts (Spring only)	ARTA 101 Art History Survey	GEOG 101 World Geography	BIOS 210 Environmental Biology
PARL161 Business Organizational Law (Spring only)	CMTH 110 Introduction to the Theatre	GEOG 151 Geography of the U.S. and Canada	BUSA 115 Intro to International Business
PARL162 Contract Law (Fall only)	CMTH 111 Acting I	GLBL 130 Intro to Global Studies	CJST 250 Contemporary Issues in Criminal Justice
PARL163 Tort Law (Spring only)	CMTH 115 Technical Theatre	GLBL 160 Field Experience & Acad Research in GS	CMTH 126 The Communication Arts
PARL166 Criminal Law and Procedure (Fall only)	CMTH 117 Stagecraft	GLBL 230 Global Studies Capstone	CMTH 211 Plays: Classical to Contemporary
PARL171 Bankruptcy (Fall only)	CMTH 126 The Communication Arts	HIST 103 Ancient and Medieval History	CMTH 215 Intercultural Communication
	CMTH 189 Stage Voice and Movement	HIST 113 American History I	DANC 101 Dance History
	CMTH 190 Stage Production	HIST 121 The Black Experience	ENGL 151L English II (Literature)
Math (QL) Electives	CMTH 206 Directing	HIST 123 African Civilization	ENGL 205 American Literature I
MATH 103 Applications in Mathematics (A.A.S. only) (<i>recommended</i>)	CMTH 211 Plays: Classical to Contemporary	HIST 140 Modern Chinese History	ENGL 211 Plays: Classical to Contemporary
	CMTH 212 Acting II	HIST 153 Found of Mod Euro History, 1300-1815	ENGL 215 Multicultural Adolescent Literature
MATH 120 The Nature of Mathematics (<i>recommended</i>)	CMTH 218 Theatre Portfolio	HIST 163 American History II	ENGL 250 Latin American Literature
	CMTH 220 Introduction to Film	HIST 165 The American Experience of Warfare	ENGL 251 British Literature II
MATH 140 College Algebra	DANC 101 Dance History	HIST 166 Civil War and Reconstruction	ENGL 253 Creative Writing
MATH 145 Trigonometry	DANC 110 Ballet I	HIST 168 History of the Middle East	ENGL 255 American Literature II
MATH 150 Introductory Statistics (<i>recommended</i>)	DANC 120 Modern Dance I	HIST 173 Mod European History, 1815 to Present	ENGL 256 Modern Poetry
MATH 160 Pre-Calculus	DANC 130 Jazz I	HIST 210 History of Mod Science, 1859 to Present	ENGL 257 20th Century Lit by Women
MATH 165 Applied Calculus	DANC 210 Ballet II	HIST 211 History of Pennsylvania	ENGL 260 Contemporary Literature
MATH 175 Calculus with Review (part 1)	DANC 220 Modern Dance II	INTS 202 The Architecture of the City: Classic to Contemporary	ENGL 264 Irish Literature
MATH 176 Calculus with Review (part 2)	DANC 230 Jazz II	POLS 101 Introduction to Political Science	ENGL 265 African-American Literature
MATH 180 Calculus I	ENGL 201 British Literature I	POLS 105 American Constitutional Law (<i>recommended</i>)	ENGL 267 Poetry Writing
MATH 181 Calculus II	ENGL 203 Shakespeare	POLS 110 American National Government (<i>recommended</i>)	GEOG 101 World Geography
MATH 210 Calculus III	ENGL 205 American Literature I	POLS 150 Peace Studies & Conflict Resolution (Study Abroad)	GEOG 121 Environmental Sustainability
MATH 211 Differential Equations	ENGL 211 Plays: Classical to Contemporary	POLS 170 Politics of Modern Turkey (Study Abroad)	GEOG 151 Geography of the U.S. and Canada
	ENGL 215 Multicultural Adolescent Literature	POLS 202 International Relations	GEOG 210 Weather and Climate
	ENGL 250 Latin American Literature	POLS 205 Women and Politics	GLBL 130 Intro to Global Studies
	ENGL 251 British Literature II	POLS 251 State and Local Government (<i>recommended</i>)	GLBL 160 Field Experience & Acad Research in GS
	ENGL 253 Creative Writing	SOCA 102 Cultural Anthropology	GLBL 230 Global Studies Capstone
Science Electives	ENGL 255 American Literature II	SOCA 105 American Ethnicity	HIST 113 American History I
BIOS 104 Field Ecology (<i>recommended</i>)	ENGL 256 Modern Poetry	SOCA 160 Issues in Contemporary Genocide & Mass Violence	HIST 121 The Black Experience
BIOS 105 Contemporary Biology (<i>recommended</i>)	ENGL 257 20th Century Lit by Women		HIST 140 Modern Chinese History
BIOS 107 Biology I	ENGL258 Fiction Writing		HIST 165 The American Experience of Warfare
BIOS 110 In Your Genes: Intro to Mod Genetics (<i>recommended</i>)	ENGL 260 Contemporary Literature		HIST 166 Civil War & Reconstruction
	ENGL 264 Irish Literature	Scientific Study of Human Behavior (SSHB) Electives	HIST 168 History of the Middle East
BIOS 115 Essentials of Biology	ENGL 265 African-American Literature	ECON 201 Macroeconomics	HIST 173 Mod Euro History: 1815-Present
BIOS 126 Environmental Science (<i>recommended</i>)	ENGL 267 Poetry Writing	GEOG 121 Environmental Sustainability	HUMA 121 American Work Experience
BIOS 150 Biology II	HUMA 121 The American Work Experience	GEOG 140 Investigating Climate Change	HUMA 140 Intro to Women and Gender Studies
BIOS 160 Human Biology	HUMA 140 Intro to Women and Gender Studies	GEOG 271 Intro to Geographic Info Systems	HUMA 150 Nature of the Environment
BIOS 202 Microbiology for Allied Health	HUMA 210 Creativity and the Origin of Ideas	HUMA 250 Research Methods in Social Sciences	HUMA210 Creativity and The Origin of Ideas
BIOS 204 Human Anatomy and Physiology I	JOUR 101 Journalism and Society	INTS 250 Study Abroad	INTS 201 Implement Sustain Energy Sys in Dev Com
BIOS 206 General Ecology	Modern Language - All MDLA Courses	PSYC 103 Introduction to Psychology (<i>recommended</i>)	Modern Language - All MDLA Courses
CHEM 105 Chemistry in Contemporary Society	MUSC 101 Introduction to Music	PSYC 230 Introduction to Health Psychology	PHIL111 On Death and Dying
CHEM 120 General Chemistry I	PHIL 111 On Death and Dying	PSYC 235 Dev Child Psychopathology	PHIL 121 World Religions
CHEM 135 Chemistry of Life	PHIL 121 World Religions	PSYC 245 Cognitive Psychology	PHIL 204 Asian Philosophies
GEOG 150 Astronomy	PHIL 201 Introduction to Philosophy	PSYC 255 Abnormal Psychology	POLS 101 Introduction to Political Science
GEOG 210 Weather and Climate	PHIL 202 Ethics and Moral Problems	PSYC 258 Developmental Psychology	POLS 105G American Constitutional Law
GEOL 201 Physical Geology	PHIL 204 Asian Philosophies	PSYC 265 Psychology of Sex and Gender	POLS 150 Peace Studies & Conflict Resolution (Study Abroad)
PHYS 101 Physics I	PHIL 211 Ancient Philosophy	SOCA 103 Principles of Sociology	POLS 170 Politics of Modern Turkey (Study Abroad)
PHYS 151 Physics II	PHIL 215 Modern Philosophy	SOCA 125 Sociology of Families	POLS 202 International Relations POLS205 Women & Politics
PHYS 152 Physical Science II	PHIL 225 What is Freedom?	SOCA 210 Sociology of Gender	POLS 251 State & Local Government
PHYS 215 Physics for Science and Engineering I			PSYC 258 Developmental Psychology
PHYS 225 Physics for Science and Engineering II			SOCA 102 Cultural Anthropology
			SOCA103 Principles of Sociology
			SOCA 105 American Ethnicity
			SOCA 150 Deviance
			SOCA160 Issues in Cont Genocide & Mass Violence
			SOCA204 Social Problems