



THE UNIVERSITY
OF THE
WEST INDIES
GLOBAL CAMPUS

ASc PARALEGAL STUDIES (PALS)

ACADEMIC YEAR
2023/2024



Online Programmes Delivery Department (OPDD)

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IMPORTANT INFORMATION TO GUIDE COURSE SELECTION & REGISTRATION

Kindly review this document at the start of each semester for any adjustments to the schedule.

New Students

Students who enrolled as of Academic Year 2023/2024 must follow the prescribed course of study and sequence given for their programme.

Continuing Students

Students are required to successfully complete all courses in Year 1 before they can proceed to undertake courses in Year 2. Please continue to follow the prescribed course of study given.

Advice For Managing Course Load

Most students carry between 1 – 3 courses per semester. **For the working adult**, we recommend that you **do not attempt more than three (3) courses** per semester and two (2) courses in summer.

Plan wisely to suit your particular situation so you may perform at your full potential. Do not jeopardize your long-term goals by being unrealistic about what you can handle.

IMPORTANT NOTE for New Students

Orientation is the first step to achieving academic and personal success at the UWI Open Campus. It supports you by assisting with your transition to the online environment. It will equip you with the needed navigational skills to function successfully online and provide pertinent information about the available services, go to persons and responsibilities as an online student. It is imperative that you attend the online sessions offered by the Online Programmes Delivery Department (OPDD) as well as the session offered at your local site office.

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The **ASc Paralegal Studies (PALS)** is designed to provide a sound academic foundation and exposure to legal practice and procedure in Caribbean Jurisdictions to enable paralegals to function effectively in contemporary law offices. Students build skills in law office management and information technology. The ASc in Paralegal Studies programme is delivered online. However, final examinations are held face-to-face at the respective sites.

The **ASc. Degree in Paralegal Studies** provides normal matriculation for the Bachelors of Law Degree (LLB) at the University of the West Indies.

The **ASc in Paralegal Studies** operates under a semester system.

- Semester 1 and 2 each, have thirteen (13) weeks of instruction plus an examination period.
- Summer session has seven (7) weeks of instruction plus the examination period.



of
information.

Remember to check the programme-advising document before the start registration and during the semester for any updates or additional

Summer Offering: Summer is not mandatory and is not a regular semester. However, it gives students the opportunity to complete courses outside the regular semesters and adds flexibility to your programme plan, however the study period is shorter (7-8 weeks) and very intensive.

Summer also gives finalizing students the opportunity to fast track their programme for completion to be eligible for graduation in October of academic year 2023/2024. Note the **summer period** is not funded by the Government Assistance for Tuition Expenses Programme (GATE).

Requirements for an Award: To be eligible for the award of the **Associate Degree in Paralegal Studies** a student must successfully complete the equivalent of sixty (60) credits distributed as follows:

- Six (6) Compulsory General Education Courses (18 credits)
- Thirteen (13) compulsory Core Courses (39 credits)
- One (1) elective course (3 credits)

Duration of the programme: Students studying on a full-time schedule must complete the programme in a maximum of 8 semesters or two years; and part time for 16 semesters or three years. However, we strongly recommend that you do not attempt more than 3 courses if, as an

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adult, your job and family commitments make it difficult to meet the academic requirements of your programme. Each course is 39 contact hours.

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Prerequisites for Matriculation into the ASc Paralegal Studies (PALS)

Assessment Methods: The work of students will be assessed and evaluated on a continuous basis through assignments, class-work, tests and an end-of-semester examination in each subject. Assessment requirements are noted in the course outline of each course with clear guidelines, due dates and the weighting for each assessment task.

Prerequisites for Matriculation into the Associate Degree programme:

- **Mathematics Requirements:** minimum Mathematics requirement is a pass at CSEC or the equivalent. Candidates who do not meet this requirement must successfully complete the Mathematics course MATH0900. MATH0900 is presented in semester 1,2 and Summer.
- **English Language Requirements:** The English Language Proficiency Test (ELPT) is used to assess whether applicants to the ASc possess a satisfactory level of writing and reading proficiency in English for university academic purposes. ELPT is a prerequisite for FOUN1001: English for Academic Purposes.
- **Technology Requirement:** Students will need to have access to a computer with Internet access.

TIPs:

1. For the working adult, we recommend that you do not attempt **more than 3 courses** per semester. **Plan wisely to suit your particular situation** so you may perform at your full potential.
2. Continuing students are required to complete all their level one courses including pre-requisite before undertaking courses from level two.
3. Read your course guide carefully prior to the start of teaching and take note of the pertinent information to assist with the planning of your time schedule for the semester. Note your course guide will provide the course assessment method(s), assignments and grading rubrics, timelines for submission of assignments, date and time for the live web sessions, recommended text and additional reading resources, as well as a brief summary of each unit and objectives.
4. Check the programme advising document before the start of registration and during the semester for any updates or additional information.

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Additionally, please note:

Leave of Absence (LOA): If you are unable to take a course, you should apply for LOA in writing, by submitting a written request on the Leave of Absence form to the Academic Board, through the Registry of Student Services, detailing the reasons for the application. Students must submit to the Registry through their Site office. Granting of leave is subject to the regulations. Also, send a note to your tutors and course coordinators.

Plagiarism: Is a form of cheating, and is a very serious offence. Please refer to the notes in the Student Handbook.

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The ASc Paralegal Studies (PALS) Programme Prerequisites for Matriculation			
COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
LEVEL 1			
FOUN1001	English for Academic Purposes	1, 2, Summer	ELPT – English Language Proficiency* * If your Offer Letter from Admissions indicates that you are required to take the ELPT then you must first pass this Prerequisite test before you are allowed to do FOUN1001. TIP: If you already passed the ELPT you should register for FOUN1001 in Semester 1. To move on to Level 2 courses students must successfully pass this course.
MGMT1000	Introduction to Computers (Information Literacy & IT)	1, 2, Summer	Assessment: Continuous 100%, No Final Examination. This course is offered in semester 1, 2 and summer.
FOUN1101	Caribbean Civilization	1, 2, Summer	Assessment: Continuous 100%, No Final Examination.
MATH0900	Mathematics	1,2 Summer	Students must have general mathematical computation skills and a basic knowledge of algebra. Assessment: Continuous 100%, No Final Examination. The offering of this in Summer will be dependent on student registration numbers
ENGL0901	Business Communication	2	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
SPAN0900	Introductory Spanish	2, Summer	Assessment: Continuous 100%, No Final Examination. Students are asked to note regulation 24.10 in the Student Handbook
ELECTIVES: Choose 1. Students are required to take ONLY ONE of the two courses below.			
1. SOCI1002 (Elective)	Introduction to Sociology	1, 2	Assessment: Continuous 100%, No Final Examination.
2. ACCT1002 (Elective)	Financial Accounting	1,2	Assessment: Continuous 100%, No Final Examination.
3. ECON1002 (Elective)	Introduction to Macroeconomics	1, 2	Assessment: Continuous 100%, No Final Examination.
LEVEL 2			
LAW1900	Introduction to Caribbean Legal Systems & Methods	1	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
LAW1901	Law Office Management	2	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
LAW1902	Introduction to Legal Research and Writing	2	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year
LAW1903	Civil Practice & Procedures 1	1	Assessments: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
LAW1904	Civil Practices and Procedures II	2	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
LAW1905	Criminal Practices and Procedures	2	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
LAW1906	Introduction to Criminal Law	1	Assessments: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year
LAW1907	Introduction to Contract Law	1	Assessments: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
LAW1908	Introduction to Tort Law	2	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
LAW1909	Introduction to Property Law & Practice	1	Assessments: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
LAW1910	Introduction to Constitutional & Administrative Law	2	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
LAW1911	The Law of Associations	1	Assessments: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.

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COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
LAW1912	Introduction to Administration of Trusts & Estates	2	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.

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