



LEGAL ASSISTING

The legal community has recognized the need for paralegals to aid the profession in certain areas of the law. Additional business courses provide a general background for the legal assisting graduate. The sequence of major courses begins fall quarter only.

MISSION STATEMENT:

The Legal Assisting Program provides students an educational experience of an integrated set of core courses of the highest quality and assists students in obtaining positions in which they will have the opportunity to exercise the skills they have acquired. A successful graduate will possess not only a common core of legal knowledge but will also acquire vital critical thinking, organizational, research, writing, oral communication and interpersonal skills, which will be adaptable to various fields and professions.

Curriculum:

108 Credit Hours

Length: 6 Quarters

Technical and Basic Requirements:

74 Credit Hours

AC111 Accounting I/4
AC122 Payroll Accounting/3
BU115 Contract Law/5
BU120 Introduction to Business/3
DP150 Spreadsheet Applications/3
DP200 Automated Research/2
KY146 Keyboarding I/5
MA121 Principles of Management/5
MH169 Business Math/5
PL100 Introduction to the Legal System/5
PL101 Litigation/5
PL102 Probate Administration/5
PL106 Domestic Relations/4
PL107 Real Estate/4
PL108 Juvenile Law/5
PL201 Legal Research & Writing/5
PL202 Criminal Law/3
WP138 Introduction to Word Processing Applications/3

General Education Requirements:

27 Credit Hours

CO179 Introduction to Human Communication/3
EC215 Macroeconomics/3
EN180 Composition I/5
EN200 Advanced Composition/5
PS274 The American Political Scene/3
PY177 Introduction to Psychology/3
SO220 Cultural Diversity in the United States/3
UN070 Success Strategies/1
UN292 Portfolio Capstone/1

General Education Electives:

3 Credit Hours

Choose courses not required for the program from Art, Communication, English, History, Philosophy, Popular Culture, Psychology, Religion, Science, Sociology, Spanish, University Survey, or Women's Studies.

Specialized Electives:

4 Credit Hours

Specialized electives may be any courses not required in the major.