

# ASSOCIATE OF APPLIED BUSINESS DEGREE

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## 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:

##### 70 Credit Hours

AC114 Accounting I/5  
AC122 Payroll Accounting/3  
BU115 Contract Law/5  
BU120 Introduction to Business/3  
DP150 Spreadsheet Applications/3  
KY146 Keyboarding I/5  
MA121 Principles of Management/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  
PL203 Automated Research/2  
WP138 Introduction to Word Processing Applications/3

#### General Education Requirements:

##### 32 Credit Hours

CO179 Introduction to Human Communication/3  
EN180 Composition I/5  
EN200 Composition II/5  
MH169 Business Math/5  
OR  
MH190 Algebra/5  
PY177 Introduction to Psychology/3  
OR  
SO186 Sociology/3  
SC200 Principles of Ecology/3  
UN100 First Year Experience/1  
UN220 Introduction to Diversity Issues/3  
UN292 Portfolio Capstone/1  
Any 100- or 200-level AR, EN, HI, RE, or SP course/3

#### General Education Electives:

##### 3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

#### Specialized Electives:

##### 3 Credit Hours

Choose courses at the 100 or 200 level that are not required in your program.

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.