

ASSOCIATE OF APPLIED BUSINESS DEGREE

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. Paralegals may not provide legal services directly to the public, except as permitted by law. 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.

108 Credit Hours

Technical and Basic Requirements:

73 Credit Hours

AC114 Accounting I/5
BU120 Introduction to Business/3
DP150 Spreadsheet Applications/3
KY146 Keyboarding I/5
PL100 Introduction to the Legal System/5
PL110 Probate Administration/5
PL120 Litigation/5
PL130 Legal Research & Writing I/5
PL140 Domestic Relations/5
PL210 Real Estate/5
PL220 Legal Research & Writing II/5
PL230 Automated Research/3
PL240 Criminal Law/5
PL245 Legal Ethics/2
PL250 Juvenile Law/3
PL292 Legal Capstone/3
WP138 Introduction to Word Processing Applications/3
WP267 Advanced Word Processing Applications/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), or University Survey (UN).

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.

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
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level AR, EN, HI, or RE course/3