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), Spanish (SP), 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, RE, or SP course/3