

**LEGAL ASSISTANT/PARALEGAL STUDIES (0383)**  
**Business Department**  
**RECOMMENDED COURSES FOR CAREER**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

This program is designed to prepare graduates as competent paralegals or legal assistants. Graduates will gain a broad knowledge of numerous areas of law while strengthening specific legal skills that will enhance their role as non-lawyers in the delivery of legal services. The legal assistant and paralegal program will train students in the practical application of legal theory and develop analytical, critical thinking, communication, and organization skills. While paralegals or legal assistants may not provide legal services directly to the public, graduates of this program will be prepared to work effectively and efficiently with attorneys, clients, and the public and will demonstrate a high regard for ethical behavior, professional responsibility, and confidentiality.

| <b>Freshman Year</b>  | <b>First Semester</b>                                      | <b>Sem. Hrs.</b> |
|-----------------------|------------------------------------------------------------|------------------|
| ENGL 1101             | English Composition I                                      | 3                |
| MATH 1001             | Quantitative Reasoning (or higher)                         | 3                |
| CISM 2201             | Fundamentals of Computer Applications                      | 3                |
| PARA 1110             | Introduction to the Paralegal Profession                   | 3                |
| PARA 1120             | The Understanding of Law                                   | 3                |
|                       |                                                            | <b>15</b>        |
|                       | <b>Second Semester</b>                                     |                  |
| ENGL 1102             | English Composition II                                     | 3                |
| POLS 1101             | American Government in World Perspective                   | 3                |
| Lab Science           | <a href="#">See Core Curriculum, Area D, Lab Sciences.</a> | 4                |
| PARA 1130             | Legal Research and Writing                                 | 3                |
| PARA 1140             | Litigation and Trial Practice                              | 3                |
|                       |                                                            | <b>16</b>        |
| <b>Sophomore Year</b> | <b>First Semester</b>                                      | <b>Sem. Hrs.</b> |
| COMM 1110             | Public Speaking*                                           | 3                |
| PSYC 1101 or          | General Psychology                                         |                  |
| SOCI 1101             | Introduction to Sociology                                  | 3                |
| ACCT 2101             | Principles of Accounting I                                 | 3                |
| PARA 1150             | Real Estate Law                                            | 3                |
| PARA elective         | PARA elective**                                            | 3                |
|                       |                                                            | <b>15</b>        |
|                       | <b>Second Semester</b>                                     |                  |
| BUSA 2105             | Communicating in the Business Environment                  | 3                |
| PHIL 2010             | Introduction to Philosophy                                 | 3                |
| PARA 1160             | Wills, Trusts, and Estates                                 | 3                |
| PARA elective         | PARA elective**                                            | 3                |
| PARA elective         | PARA elective **                                           | 3-4              |
|                       |                                                            | <b>15-16</b>     |
|                       | Physical Education (fitness competency requirement) ***    | <b>2</b>         |
| <b>Two-Year Total</b> |                                                            | <b>63-64</b>     |

\*\*Choose from PARA 2110, Family Law; PARA 2120, Contract Law; PARA 2124, Tort Law; PARA 2130, Bankruptcy Law; PARA 2140, Employment Law; PARA 2160, Paralegal Certification Review; PARA 2164 Criminal Law and Procedure.

\*\*\*See AREA G of the Core Curriculum for fitness competency requirement.

A grade of "C" or better is required in all Paralegal courses.

**Depending on your enrollment status, you may be required to take DART 1000, "First Year Experience."**  
**Please refer to Section 7 Academic Support Services Paragraph J**