



**Legal Assisting/Paralegal +LGLA**

The Legal Assisting curriculum is designed to provide students with the knowledge and skills required to work under the general direction of attorneys to assist them in the completion of legal tasks. The program provides knowledge and skills for employment in law firms, courts, utility companies, title companies, trusts and mortgage department of banks, government agencies and industrial companies.

**First Year**

**First Semester**

<b>Course</b>	<b>Semester Hours</b>
LGLA 1307 Introduction to Law and the Legal Professions	3
LGLA 1351 Contracts	3
LGLA 1355 Family Law	3
LGLA 1303 Legal Research	3
..... Social & Behavioral Science Elective	3
	<b>15</b>

**Second Semester**

<b>Course</b>	<b>Semester Hours</b>
BCIS 1305 Business Computer Applications	3
LGLA 1353 Wills, Trusts, & Probate Administration	3
LGLA 2303 Torts & Personal Injury Law	3
ENGL 1301 Composition I	3
..... Humanities/Fine Arts Elective	3
	<b>15</b>

**Second Year**

**First Semester**

<b>Course</b>	<b>Semester Hours</b>
LGLA 2333 Advanced Legal Document Preparation (or POFI 2301)	3
BUSI 2301 Business Law	3
LGLA 1345 Civil Litigation	3
MATH ..... MATH 1332 or MATH 1342 or higher	3
..... Speech Elective	3
	<b>15</b>

**Second Semester**

<b>Course</b>	<b>Semester Hours</b>
LGLA 2309 Real Property	3
LGLA 2307 Law Office Management**	3
LGLA 2313 Criminal Law and Procedures	3
LGLA 1305 Legal Writing	3
----- Approved Elective*	3
	<b>15</b>

**Total Hours 60**

+ Course of study identification code.  
 \* ACNT 1303, CRIJ 1306, ENGL 1302; ITSW 2334, LGLA 1391, LGLA 2333, LGLA 2335, LGLA 2380, and

BUSI 2304.

\*\* Capstone Experience.

Note: A student who completes the required courses with an overall average of C may receive an Associate of Applied Science degree.