



Legal Assisting/Paralegal +5828

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		
Course		Semester Hours
ENGL 1301	Composition I	3
LGLA 1307	Introduction to Law and the Legal Professions	3
LGLA 1355	Family Law	3
LGLA 1351	Contracts	3
LGLA 1303	Legal Research	3
		15
Second Semester		
Course		Semester Hours
BUSI	Choose BUSI 2301 or BUSI 2302	3
LGLA 2307	Law Office Management	3
.....	College Level Math Elective	3
BCIS 1305	Business Computer Applications	3
LGLA 2309	Real Property	3
		15
Second Year		
First Semester		
Course		Semester Hours
LGLA 2333 or	Advanced Legal Document Preparation (choose one)	3
POFI 2301	Word Processing	
CRIJ 1306 or	Court Systems and Practices (choose one)	3
LGLA 2313	Criminal Law and Procedure	
.....	Social & Behavioral Science Elective	3
LGLA 1345	Civil Litigation	3
.....	Speech Elective	3
		15
Second Semester		
Course		Semester Hours
LGLA 1353	Wills, Trusts, & Probate Administration	3
LGLA 1305	Legal Writing**	3
LGLA 2303	Torts & Personal Injury Law	3
.....	Approved Elective*	3
.....	Humanities/Fine Arts Elective	3
		15
		Total Hours 60

+ Course of study identification number.

* ACNT 1303, CRIJ 1306, ENGL 1302; ITSW 1304, LGLA 1391, LGLA 2333, LGLA 2335, LGLA 2380, BUSI 2304, and ITSC 2331.

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