



Paralegal/Legal Assistant (LAS15) 220302
Associate of Applied Science Degree

First Year

First Semester			Credit
LGLA	1301	Legal Research and Writing	3
LGLA	1307	Introduction to Law and the Legal Profession	3
ENGL	1301	Composition I	3
ELEC		BCIS 1305 or ITSC 1309	3

Second Semester

LGLA	1317	Law Office Technology	3
LGLA	1345	Civil Litigation	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3
MATH		MATH 1324 or 1342 or 1332	3
SPCH		SPCH 1315 or 1321	3

Second Year

First Semester			
LGLA	1353	Wills, Trusts, and Probate Administration	3
POFT	1307	Proofreading and Editing	
		or	
ACNT	1311	Introduction to Computerized Accounting	
		or	
ACNT	1329	Payroll and Business Tax Accounting	3
LGLA	2303	Torts and Personal Injury Law	3
POFT	2312	Business Correspondence and Communication	3
GOVT	2305	Federal Government	3

Second Semester

LGLA	2313	Criminal Law and Procedures	3
POFT	1309	Administrative Office Procedures I	3
ELEC		Humanities/Fine Arts Selection	3
LGLA		Legal Elective	3
LGLA	2333	Advanced Legal Document Preparation	
		or	
LGLA	2335	Advanced Civil Litigation	3

Total Hours **60**