

LEGAL ASSISTANT DEGREE – M067

Associate of Applied Science (AAS)

CATALOG DESCRIPTION OF PROGRAM:

The Legal Assistant, sometimes called a “paralegal,” provides a variety of invaluable services in private law firms, banks, insurance companies, corporations, governmental agencies, and offices. Job duties often include conducting legal research, writing correspondence, drafting legal documents, and managing a law office. Legal assistants may also investigate cases, interview clients and witnesses, and generally aid attorneys in preparing for trials and hearings.

COURSE	CURRENT SEQUENCE	CREDITS	PREREQUISITES	SEMESTER	GRADE
1st Semester					
PRE 100	Preparation for Academic Achievement	1	None		
PLA 101	General Law I	3	ENG 101- Corequisite		
ENG 101	English Writing	3	ENG 82 or RENG 92		
HLF-Elective	Health and Life Fitness	1	None		
AH-Elective	Gen. Ed. Requirement: Arts & Humanities	3	Depends on course chosen		
MAT-Elective	General Education: Mathematics	3	Depends on course chosen		
Semester Credits		14			
2nd Semester					
BUAD 112/BCAP 155/CISS 109	Computers for Bus. Mngt./Word Processing for Bus. Applications/Principles of Computer Information Systems	3	Depends on course chosen		
HLF-Elective	Health and Life Fitness	1	None		
PLA 106	Legal Writing	3	PLA 101 and ENG 101		
PLA 107	Office Practice & Ethics	3	PLA 101		
SP 101	Fundamentals of Speech Communication	3	ENG 82 or RENG 92		
PLA 268	Legal Research	3	PLA 101 and PLA 106		
Semester Credits		16			
3rd Semester					
PLA-Electives	Choose two courses from selected track	6	Depends on course chosen		
PLA: Special Topics	Choose one course from the 190 series	2	Depends on course chosen		
H-Elective	Gen. Ed. Req.: History Course	3	Depends on course chosen		
BPS-Elective	Gen. Ed. Req.: Biological & Physical Sciences with lab	4	Depends on course chosen		
Semester Credits		15			
4th Semester					
PLA 203	Practicum	3	PLA 101 and PLA 107		
PLA 204	General Law II	3	PLA 101		
PLA-Electives	Choose two courses from selected track	6	Depends on course chosen		
SBS-Elective	Gen. Ed. Req.: Social and Behavioral Sciences	3	Depends on course chosen		
Semester Credits		15			
PROGRAM TOTAL		60			

PLA 190 Series: Special Topics in Legal Administration		
PLA 193	Environmental Law	2
PLA 194	Constitutional Law	2
PLA 196	Employment Law	2
PLA 197	Communications Law	2

Advisor Signature: _____

Date: _____

Student Signature: _____

Date: _____

Pre-Requisites for Students in Developmental Courses

COURSE	CURRENT SEQUENCE	CREDITS	PREREQUISITES	SEMESTER	GRADE
RENG 90	Intensive Program Writing	4 hrs.	Placement Test		
RENG 91	Composition Skills I	4 hrs.	Placement Test or RENG 90		
RENG 92	Composition Skills II	4 hrs.	Placement Test or RENG 91		
MAT 80	Arithmetic	3 hrs.	Placement Test		
MAT 86/	Integrated Pre-Algebra and Introductory Algebra	5 hrs.	Placement Test or MAT 80 Students who complete MAT 80 with an A or B within a one year period; Students who recently (within one year) failed and need to repeat MAT 91; students whose ACUPLACER placement score on Elementary Algebra falls within the range 52-62.		
MAT 87M	Integrated Elementary and Intermediate Algebra				
MAT 91	Elementary Algebra	4 hrs.	Placement Test or MAT 80		
MAT 92	Intermediate Algebra	4 hrs.	Placement Test or MAT 91		