

**OFFICE TECHNOLOGIES – LEGAL (PARALEGAL) ASSISTANT
TWO-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

This curriculum is designed for the student interested in a career as a legal assistant/paralegal. The student is afforded the opportunity to take courses pertaining to the legal field as well as the opportunity to choose from electives in other fields of study.

This is a career program and is designed to enable students to seek employment at the Program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Proficient keyboarding and computer skills are necessary for successful completion of this program. Course work in entry-level keyboarding is available through the college for students to meet this requirement.

Successful completion of this program qualifies a student to apply for an Associate in Applied Science degree in the Legal Assistant Option of Office Technologies.

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| English 101 (Freshman English) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| Office Technologies 102 (Document Processing)..... | 3 |
| Office Technologies 116 (Introduction to Legal Assisting)..... | 3 |
| Office Technologies 120 (Legal Terminology) | 3 |
| Political Science 101 (American National Government) | 3 |
| Total: | 18 |

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|---|--------------|
| Business Administration 210 (Business Law.....) | 3 |
| English 112 (Business and Technical Communications) | 3 |
| Office Technologies 126 (Legal Research and Writing) | 3 |
| Office Technologies 226 (Technology in the Law Office) | 3 |
| Restricted Elective | 3 |
| Science Elective..... | 3-4 |
| Total: | 18-19 |

SECOND SEMESTER

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|--|---|
| Criminal Justice 103 (Criminal Law) | 3 |
| Criminal Justice 104 (Criminal Evidence and Procedure) | 3 |
| Humanities 110 (Interdisciplinary Leadership I) or Restricted Elective | 3 |
| Mathematics Elective | 3 |
| Office Technologies 123 (Litigation) | 3 |
| Physical Education 145 or 153 (Personal Wellness or Cardiopulmonary Resuscitation and First Aid)..... | 2 |

FOURTH SEMESTER

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| Criminal Justice 108 (American Courts and Legal Systems) | 3 |
| Office Technologies 124 (Torts) | 3 |
| Office Technologies 219 (Real Property and Title Examination) | 3 |
| Office Technologies 230 (Legal Office Procedures)..... | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 15 |
| Total Credit Hours: 68-69 | |

| THIRD SEMESTER | Credit Hours |
|-----------------------|--------------|
| Total | 17 |

Office Technologies 101 or its equivalent is a prerequisite.

Restricted Elective list includes: Business Administration 108, 215; Computer Technology 191; Office Technologies 109, 110, 119, 130, and 201; Political Science 102, 205; and Sociology 101.

NOTE: All courses specifically identified by course number are graduation requirements for this program.