

Paralegal/Legal Assistant (LA), Associate of Science Degree

This program is designed for students who wish to seek immediate employment in the legal or criminal justice field as semi-professionals. This program will also assist individuals already employed in the legal profession desiring advancement. Graduates will possess the skills needed for employment as a legal assistant. The program includes a fifteen-credit-hour component of general education/liberal arts courses. FNC awards an Associate of Science degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements (22 credits)		Credit Hours
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1040	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		Credit Hours 3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		Credit Hours 3
MATHEMATICS (3 CREDITS)		Credit Hours 3
MAC 1105	College Algebra I **	3
COMPUTERS (4 CREDITS)		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0
CORE REQUIREMENTS (17 credits)		
PLA 1426	Contracts & Business Entities	3
PLA 2104	Legal Research & Writing I	3
PLA 2114	Legal Research & Writing II	3
PLA 2201	Introduction to Civil Procedure	3
PLA 2303	Criminal Law & Procedure	3
PLA 2700	Ethics and Professional Responsibility	2
SUGGESTED ELECTIVES (21 credits)		
CGS 1500	Word Processing **	3
CGS 1510	Spreadsheet Application	3
PLA 1426	Contracts & Business Entities	3
PLA 2273	Introduction to Torts	3
PLA 2460	Bankruptcy Law	3
PLA 2600	Fundamentals of Wills Trusts, & Estates	3
PLA 2610	Real Estate Principles, Practices, & Law	4
PLA 2611	Real Property	3
PLA 2763	Law Office Management	3
PLA 2800	Family Law & Practice	3
PLA 2941	Internship in Legal Assisting	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives

*General Education Component (see page 106)

**This course has prerequisites; check course descriptions.