

## Legal Assistant (LA), Diploma

This program is designed to provide the students with the basic skills and knowledge necessary in the legal secretarial field. Students are taught legal terminology, legal records, and secretarial skills. FNU awards a diploma upon completion of the program.

### GRADUATION REQUIREMENTS (A MINIMUM OF 31 CREDITS)

#### General Education Requirements

##### **COMMUNICATIONS** (6 CREDITS) Credit Hours

ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3

##### **COMPUTERS** (4 CREDITS)

CGS 1030	Introduction to Information Technology	4
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##### **CORE REQUIREMENTS** (18 CREDITS)

PLA 2104	Legal Research and Writing I	3
PLA 2114	Legal Research and Writing II	3
PLA 2700	Professional Ethics and Liability	3
PLA 2303	Criminal Law and Procedure	3
PLA 2273	Introduction to Torts	3
PLA 2201	Introduction to Civil Procedure	3

**SUGGESTED ELECTIVES** (3 CREDITS) Selection may also be from General Education/Liberal Arts Courses or Computer courses.

CGS 1500	Word Processing **	3
CGS 1510	Spreadsheet Applications	3
CGS 2104	Computers for Business	4
PLA 1426	Contracts & Business Entities	3
PLA 2460	Bankruptcy Law	3
PLA 2600	Fundamentals of Wills Trusts, & Estates	3
PLA 2610	Real Estate Principles, Practices, & Law	4
PLA 2763	Law Office Management	3
PLA 2800	Family Law & Practice	3
PLA 2941	Internship in Paralegal Assisting	3

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

\*General Education Component (see page 219)

\*\*This course has prerequisites; check course descriptions.