



## Associate in Applied Science (A.A.S.) in Legal Assistant

### PROGRAM OVERVIEW

This program provides for a practical career and early job placement in the legal environment field and leads to the Associate in Applied Science degree. Requirements for the completion of the paralegal program are 62 credit hours. A 'C' or better is required for all courses in the major.

### ACADEMIC PREPAREDNESS

UDC recognizes the important connection between student success and academic preparedness. Depending on placement test scores and/or equivalent college course work, students may be required to complete co-requisite courses in English and math. ***Only credits earned for the college-level portion of the co-requisite course pairing count towards degree completion requirements.***

#### Co-Requisite Courses for English

Course #	Title	Credits	Grade	Semester
ENGL-015	English Fundamentals <i>and</i>	3		
ENGL-101C	English Composition I	3		

#### Co-Requisite Courses for Math

Course #	Title	Credits	Grade	Semester
MATH-015C	Introduction to Algebra <i>and</i>	3		
MATH-101C	General College Math I	3		

### SEQUENCE OF STUDY

The required courses for the degree program are listed in suggested sequence on the reverse side of this document. Students are expected to complete prerequisite and co-requisite courses as indicated.

- A Prerequisite is a requirement which must be completed prior to enrollment in a particular class. This can be a placement test score or a course. For example, ENGL-111: English Composition I must be taken prior to ENGL-112: English Composition II.
- A Co-requisite is a course that must be taken in the same semester. For example, APCT 104C: Introduction to Applications of Computers Lecture must be taken along with APCT 105C: Introduction to Applications of Computers Lab.

### GUIDE TO SUBJECTS

When registering for courses, use the key below to search for courses by subject.

<b>APCT</b>	Applied Computing	<b>FSEM</b>	First Year Seminar	<b>MATH</b>	Mathematics
<b>BLPC</b>	Business Law, Procurement & Public Contracts	<b>LATC</b>	Legal Assistant	<b>OADM</b>	Office Administration
<b>ENGL</b>	English				

**Associate in Applied Science (A.A.S.) in Legal Assistant** *(Below are the required courses for the degree program arranged in suggested sequence.)*

**FIRST SEMESTER**

Course #	Course Title	Credits	Semester	Grade	Prerequisites
FSEM-101C	First Year Seminar	1			
ENGL-111C	English Composition I	3			ENGL-015C or required placement test score
MATH-101C	General College Math I	3			MATH-015C or required placement test score
LATC-161C	Legal Research and Writing I	3			
LATC-181C	Introduction to Paralegalism	3			
APCT-104C	Intro to Applications of Computers (Lecture)	2			Co-requisite APCT-105C
APCT-105C	Intro to Applications of Computers (Lab)	1			Co-requisite APCT-104C
<b>Total Credit Hours:</b>		<b>16</b>			

**SECOND SEMESTER**

Course #	Course Title	Credits	Semester	Grade	Prerequisites
ENGL-112C	English Composition II	3			ENGL-111C
MATH-102C	General College Math II	3			MATH-101C
LATC-162C	Legal Research and Writing II	3			LATC-161C
LATC-171C	Legal Process I	3			LATC-161C and LATC-181C
OADM-104C	Introduction to Business	3			
<b>Total Credit Hours:</b>		<b>15</b>			

**THIRD SEMESTER**

Course #	Course Title	Credits	Semester	Grade	Prerequisites
BLPC-214C	Legal Environment of Business	3			Sophomore Standing
LATC-263C	Investigative Techniques/Evidence	3			LATC-162C
	Business or Law Elective	3			
	Legal Assistant Elective	3			
	Natural Science Elective w/Lab	4			MATH-015C
<b>Total Credit Hours:</b>		<b>16</b>			

**FOURTH SEMESTER**

Course #	Course Title	Credits	Semester	Grade	Prerequisites
LATC-278C	Law Office Administration	3			LATC-181C
	Business or Law Elective	3			
	Legal Assistant Elective	3			
	Legal Assistant Elective	3			
	Social Science Elective	3			
<b>Total Credit Hours:</b>		<b>15</b>			

October 26, 2015

**Total Credit Hours for A.A.S. Degree in Legal Assistant: 62**