

# ASSOCIATE IN ARTS

## LEGAL ASSISTING (116)

Legal Assistants are professionals who assist attorneys in the delivery of legal services. To be a successful legal assistant, a person must possess not only a common core of legal knowledge, but also vital critical thinking, organizational, communication, and interpersonal skills. The Associate in Arts in Legal Assisting is designed to give students the substantive knowledge and practical skills necessary to enter the legal work force as a legal assistant, as well as provide students with a general education necessary to fully participate in increasingly complex social settings.

REQUIRED HOURS ..... 65

**Communications ..... 9**

- ENGL 1113 Composition I
- ENGL 1213 Composition II
- SPCH 1113 Speech Communication

**Social and Behavioral Sciences ..... 9**

History ..... 3

*Select from the following:*

- HIST 2483 American History to 1877
- HIST 2493 American History since 1877

POLS 1113 American Federal Government ..... 3

Social Science ..... 3

*Select from the following:*

- ECON 2113 Principles of Macroeconomics
- ECON 2123 Principles of Microeconomics
- PSY 1113 Introduction to Psychology
- SOC 1113 Introduction to Sociology

**Science and Mathematics ..... 11**

Physical Science ..... 4

*Select from the following:*

- CHEM 1315 General Chemistry I
- GEOL 1014 Earth Science
- GEOL 1114 Physical Geology
- GEOL 1124 Physical Geography
- GEOL 1224 Historical Geology
- GEOL 2124 Astronomy
- PHYS 1014 General Physical Science
- PHYS 1114 General Physics I

Biological Science ..... 4

*Select from the following:*

- BIOL 1114 General Biology
- BIOL 1134 General Environmental Biology
- BIOL 1144 General Cellular Biology

Mathematics ..... 4

*Select from the following:*

- MATH 1503 Mathematics for Critical Thinking
- MATH 1513 College Algebra

- MATH 1613 Trigonometry
- MATH 1715 Pre-Calculus
- MATH 2264 Analytical Geometry and Calculus I

**Humanities ..... 6**

*Select from the following:*

- ART (HUM) 1113 Art Appreciation
- COMM (HUM) 2413 Theatre Appreciation
- ENGL 2613 Introduction to Literature
- HUM 2113 Humanities I
- HUM 2223 Humanities II
- HUM 2893 Cinema
- MUSC (HUM) 2573 Music Appreciation
- PHIL 1113 Introduction to Philosophy

**Global Studies ..... 3**

*Select from the following:*

- BIOL 3104 Plants and Civilization
- ECON 3003 International Economic Issues and Policies
- GEOG 2243 Human Geography
- HIST 2013 World Civilization I
- HIST 2023 World Civilization II
- HUM 3633 Comparative Religion
- LANG 1113 Foundations of World Languages
- NAMS 1143 Native Americans of North America
- NAMS 2503 Cherokee I
- PHIL 1313 Values and Ethics
- POLS 3053 International Relations
- SOC 3213 Minority Groups
- SPAN 1113 Beginning Spanish I

**Elective ..... 3**

*Select three additional hours from the courses listed above and not previously selected.*

**Program Requirements ..... 18**

- CJ 2013 Criminal Law
- LA 1103 Introduction to Legal Assisting
- LA 1123 Legal Research and Writing
- LA 2323 Legal Specialties I
- LA 3213 Legal Specialties II
- LA/POLS 3113 American Court System

**Support and Related Electives ..... 6**

*Select from the following:*

- BADM 3323 Legal Environment of Business
- CJ 2523 Interrogation Seminar
- CJ 3013 Criminal Procedure
- CJ 3023 Communication for Justice Professionals
- LA 2283 Legal Internship
- POLS 3063 Constitutional Law

**Total Credit Hours ..... 65**