



**Degree Pathway – A.S.
Paralegal/Legal Assisting [2018] – 2 Year Plan**

The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite courses may not all be listed on the pathway below. Developmental courses and prerequisite course requirements, credit load and/or course availability may affect a student’s individual progress. The pathway below is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and meet with their program manager for advising each semester to better understand typical course availability and individual program planning as this plan is subject to change.

Required Courses and Recommended Sequence

Semester One - Fall

PLA 1003 Introduction to Legal Systems†	3 credits
PLA 1610 Real Property Law/Transactions††	3 credits
PLA 2001 General Law (Contracts and Torts)†	3 credits
AMH 1020 U.S. History 1877 to Present ^{^**} or POS 1041 American Government ^{^**} Choose one of the above for Gen Ed Area III, Category A, Social Science ^{^**}	3 credits
CGS 1000 Computer Information Systems [^]	3 credits
STA 2023 Elementary Statistics <i>or</i> <i>Gen Ed Area II, Category A,</i> <i>Mathematics*</i> (one from above is recommended)	3 credits
Total Credit Hours	18 credits

Semester Two - Spring

PLA 2203 Civil Litigation I†	3 credits
PLA 2001 2600 Wills, Trusts and Probate Administration††	3 credits
SPC 1608 Fundamentals of Speech Communication ^{**} <i>or</i> SPC 1300 Interpersonal Communication ^{**}	3 credits
ENC 1101 Written Communication I* (required)	3 credits
CGS 1570 Integrated Business Apps Software ^{^^}	3 credits
Total Credit Hours	15 credits

Semester Four - Fall

PLA 1104 Legal Research and Writing I†	3 credits
PLA 1730 Computer Assisted Legal Research†	1 credit
PLA 2763 Law Office Management††	3 credits
PLA 2800 Introduction to Family Law††	3 credits
PHI 2010 - Introduction to Philosophical Reasoning <i>Choose any course from Gen Ed Area IV, Category A, Humanities (PHI 2010 recommended)*</i>	3 credits
AST 1002 Descriptive Astronomy <i>or</i> BSC 1005C Diversity of Life <i>or</i> CHM 1020C The Chemistry of Everyday Life <i>or</i> ESC 1000C Earth and Space Science <i>or</i> EVR 1001 Introduction to Environmental Science <i>Gen Ed Area V, Category A, Natural Science (one from above is recommended)*</i>	3 credits
Total Credit Hours	16 credits

Semester Five - Spring

<i>A.S. Elective</i> PLA 2950 Certified Paralegal Exam Review (<i>recommended</i>)††	3 credits
PLA 2223 Civil Litigation II††	3 credits
PLA 2433 Corporations and Business Organizations†	3 credits
PLA 2949 Internship in Paralegal/Legal Assisting†	3 credits
PLA 2732 Law Office Computer Applications†	3 credits
PLA 2303 Criminal Law and Procedures††	3 credits
Total Credit Hours	18 credits
Total Degree Credit Hours	67 Credits

† Advanced Technical Certificate [4004] Required Course

†† Also applies to Advanced Technical Certificate as Elective Credit Course

*Beginning with 2022-2023 catalog year, prior to being awarded an Associate in Science (A.S.) degree, students entering an A.S. program are required to complete at least one core general education course (Category A) in each general education subject area. A grade of "C" or better shall be considered successful completion in all courses that are part of an Associate in Science (A.S.) degree. Students must complete 15 or more hours from Category A of the five areas listed in the Catalog. Please note ENC 1101 – Written Communication I is a specific course that is designated in the Area I, Communications and is a requirement of this A.S. program and it meets these requirements in this Area.

** Associate in Science General Education Credit Course from Gen Ed Area III, Category A, Social Sciences (course selection of **either/or required**)

^ Civic Literacy

^^ CGS 1000 Computer Information Systems is the prerequisite course to taking CGS 1570 Integrated Business Apps Software. Students with Microsoft Office MOS credentials (must be current) may avoid this prerequisite with permission from the Technology Department Chairperson.