

**LEGAL ASSISTANT
ASSOCIATE OF APPLIED SCIENCE DEGREE
Catalog 2005-2007**

Paralegals (legal assistants) are employed by lawyers to assist with daily operations in the law office. Duties may include researching law, investigating facts, interviewing witnesses, preparing documents, managing case files, and preparing cases for settlement or litigation. Paralegals may also be called upon to file and check pleadings and other documents with the courts or other government offices. Paralegal employment is a growing field within the State of New Mexico, as well as other states.

Note: Unless otherwise indicated, each continuing legal assistant education course (following page) will be offered on demand, which means that a sufficient number of students must contact the paralegal program director ahead of time to ensure that the course will be offered. These courses will meet the continuing education requirement for legal assistants who are associate members of the New Mexico Bar Association, Paralegal Division and for legal assistants who have been certified by the National Association of Legal Assistants (NALA). **Note:** A student must earn a "C" or higher in all courses designated with an asterisk (*) within the program to count toward the degree. This degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) and approved as a Navajo Nation Bar Association Advocacy Training Program.

			Credit Hours	Grade	
1st Semester					
___	BADM	120*	Introduction for Paralegals	3	_____
___	BADM	121*	American Law for Paralegals	3	_____
___	ENGL	111	Freshman Composition	3	_____
___	PSYC	120	Introduction to Psychology OR		
___	SOCI	110	Introduction to Sociology	3	_____
___	BADM	127*	Contract Law	3	_____
					Total 15 credits
2nd Semester					
___	BADM	122*	Torts – Practice and Pleading	3	_____
___	BADM	123*	Legal Research and Writing	3	_____
___	BADM	126*	Criminal Law	3	_____
___	ENGL	218	Advanced Technical Composition	3	_____
___	AOAP	210	Word Processing I	3	_____
___	SPCH	111	Interpersonal Communication	3	_____
					Total 18 credits
3rd Semester					
___	BADM	124*	Civil Litigation	3	_____
___	BADM	125*	Wills, Probate and Estates	3	_____
___	BADM	160*	Real Estate Law	3	_____
___	BADM	221*	Family Law	3	_____
___	MATH	130	Conceptual Mathematics	3	_____
___	_____	_____	Humanities/Social Science Elective	3	_____
					Total 18 credits
4th Semester					
___	BADM	128*	Evidence	3	_____
___	BADM	132*	Introduction to Financial Planning	3	_____
___	BADM	225*	American Indian Law	3	_____
___	BADM	231*	Business Law II	3	_____
___	BADM	219*	Trial Advocacy	3	_____
___	BADM	280	Cooperative Education	3	_____
					Total 18 credits

Total credit hours required for this degree is 69

CONTINUING LEGAL ASSISTANT EDUCATION COURSES

ACCT 232 Income Taxation I (Fall Semester) 3 credits
ACCT 233 Income Taxation II 3 credits
BADM 220 Debtor/Creditor Rights 3 credits
BADM 222 Collection and Subrogation 3 credits
BADM 223 Personal Injury Practice 3 credits
BADM 224 Natural Resources Law 3 credits
BADM 226 Law Office Administration 3 credits
BADM 227 Corporation and Securities Law 3 credits
BADM 228 Title Examination and Real Estate Closing 3 credits
BADM 229 Consumer Law 3 credits