

LEGAL ASSISTANT  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
Catalog 2008-2009

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:** 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 approved as a Navajo Nation Bar Association Advocacy Training Program.

	<b>Credit Hours</b>	<b>Grade</b>
<b>1st Semester (Fall)</b>		
_____ ENGL 111 Freshman Composition	3	_____
_____ LEAS 120* Introduction for Paralegals**	3	_____
_____ LEAS 121* American Law for Paralegals**	3	_____
_____ LEAS 127* Contract Law**	3	_____
_____ PSYC 120 Introduction to Psychology <b>OR</b>		
_____ SOCI 110 Introduction to Sociology	<u>3</u>	_____
	Total 15	

<b>2nd Semester (Spring)</b>		
_____ AOAP 210 Word Processing I	3	_____
_____ ENGL 218 Advanced Technical Composition	3	_____
_____ LEAS 122* Torts – Practice and Pleading**	3	_____
_____ LEAS 123* Legal Research and Writing**	3	_____
_____ LEAS 126* Criminal Law**	3	_____
_____ SPCH 111 Interpersonal Communication	<u>3</u>	_____
	Total 18	

<b>3rd Semester (Fall)</b>		
_____ MATH 130 Conceptual Mathematics	3	_____
_____ _____ Humanities/Social Science Elective***	3	_____
_____ LEAS 124* Civil Litigation	3	_____
_____ LEAS 125* Wills, Probate and Estates	3	_____
_____ LEAS 221* Family Law	<u>3</u>	_____
	Total 15	

<b>4th Semester (Spring)</b>		
_____ BADM 132* Introduction to Financial Planning	3	_____
_____ BADM 231* Business Law II	3	_____
_____ LEAS 128* Evidence	3	_____
_____ LEAS 219* Trial Advocacy	3	_____
_____ LEAS 225* American Indian Law	3	_____
_____ LEAS 280 Cooperative Education	<u>3</u>	_____
	Total 18	

Total credit hours required for this degree is 66

\*\* Courses indicated must be taken together.

\*\*\* See page 51, Humanities and Social Science Electives, 2008-2009 San Juan College catalog.