

LEGAL ASSISTANT
Associate of Applied Science Degree
Catalog 2010-2011

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.

					Credit Hours	Grade
1st Semester (Fall)						
_____	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 OR			
_____	SOCI	110	Introduction to Sociology		<u>3</u>	_____
			Total		15	
2nd Semester (Spring)						
_____	AOAP	210	Word Processing I****		3	_____
_____	COMM	111	Interpersonal Communication		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**		<u>3</u>	_____
			Total		18	
3rd Semester (Fall)						
_____	MATH	130	Conceptual Mathematics		3	_____
_____	LEAS	124*	Civil Litigation		3	_____
_____	LEAS	125*	Wills, Probate and Estates		3	_____
_____	LEAS	221*	Family Law		3	_____
_____	_____	_____	Humanities/Social Science Elective***		<u>3</u>	_____
			Total		15	
4th Semester (Spring)						
_____	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 37, Humanities and Social Science Electives, 2010-2011 San Juan College catalog.

**** Prerequisite AOAP 123 – Keyboarding or equivalent.