

## LEGAL ASSISTANT Associate of Applied Science Degree

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" of 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>1st Semester (Fall)</b>	<b>Credits</b>
LEAS 120* Introduction for Paralegals	3
LEAS 121* American Law for Paralegals	3
ENGL 111 Freshman Composition	3
PSYC 120 Introduction to Psychology OR	
SOCI 110 Introduction to Sociology	3
LEAS 127* Contract Law	3
<b>Total</b>	<b>15</b>
<b>2nd Semester (Spring)</b>	
LEAS 122* Torts Practice and Pleading	3
LEAS 123* Legal Research and Writing	3
LEAS 126* Criminal Law	3
ENGL 218 Advanced Technical Composition	3
AOAP 210 Word Processing I	3
SPCH 111 Interpersonal Communication	3
<b>Total</b>	<b>18</b>
<b>3rd Semester (Fall)</b>	
LEAS 124* Civil Litigation	3
LEAS 125* Wills, Probate and Estates	3
LEAS 221* Family Law	3
MATH 130 Conceptual Mathematics	3
Humanities/Social Science Elective	3
<b>Total</b>	<b>15</b>
<b>4th Semester (Spring)</b>	
LEAS 128* Evidence	3
BADM 132* Introduction to Financial Planning	3
LEAS 225* American Indian Law	3
BADM 231* Business Law II	3
LEAS 219* Trial Advocacy	3
LEAS 280* Cooperative Education	3
<b>Total</b>	<b>18</b>
 <b>Total Credits 66</b>	

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(Continued)

**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).

<b>CONTINUING LEGAL ASSISTANT EDUCATION COURSES</b>			Credits
ACCT	232	Income Taxation I (Fall Semester)	3
ACCT	233	Income Taxation II	3
LEAS	220	Debtor/Creditor Rights	3
LEAS	222	Collection and Subrogation	3
LEAS	223	Personal Injury Practice: Legal and Medical	3
LEAS	224	Natural Resources: Oil, Gas, Minerals and Water	3
LEAS	226	Law Office Administration	3
LEAS	227	Corporation and Securities Law	3
LEAS	229	Consumer Law	3

## MACHINE SHOP TECHNOLOGY

### Associate of Applied Science Degree

The Machine Shop Technology Program is designed to prepare students for positions in industries that utilize metal-cutting machine tools. Machinists produce metal parts used in machinery of all types, sizes and shapes. Major course areas include machine shop safety, measuring instruments, blueprint reading, shop math, and operation of general machine tools including drill presses, saws, lathes, milling machines, grinders. Upon completion of the program, the student will be qualified as an entry-level machinist, maintenance machinist, or apprentice machine trades trainee.

**Note:** This program requires that the student purchase his/her own tools. To obtain a list of the required tools, contact the program instructor.

**Note:** A student must earn a grade of "C" or higher in all courses in order to receive a degree or certificate.

Recommended course sequencing for first time students.

<b>1st Semester</b>			<b>Credits</b>
MASH	115	Machine Shop Blueprint Reading	3
MASH	116	Basic Machine Shop	4
MASH	117	Machinist Measurements	3
MASH	118	Basic Lathe Operations	4
MASH	119	Single Point Threading	3
MATH	113	Applied Mathematics for Vocational Students	3
			Total 20

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