

4th Semester				
INST	220	Process Control		5
INST	265	Industrial Wiring		4
INST	284	Print Interpretation		3
		Humanities/Social Science Elective		3
			Total	15

Total Credits 73

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" 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.

1st Semester (Fall)				Credits
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
			Total	15

2nd Semester (Spring)				Credits
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
COMM	111	Interpersonal Communication		3
			Total	18

3rd Semester (Fall)				Credits
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
			Total	15

4th Semester (Spring)				Credits
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
			Total	18

Total Credits 66

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).

CONTINUING LEGAL ASSISTANT EDUCATION COURSES			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 and Two-Year Certificate

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.

AAS = Associate of Applied Science

C = Machine Shop Technology Certificate

Recommended course sequencing for first time students.

1st Semester			AAS	C
MASH	115	Machine Shop Blueprint Reading	3	3
MASH	116	Basic Machine Shop	4	4
MASH	117	Machinist Measurements	3	3
MASH	118	Basic Lathe Operations	4	4
MASH	119	Single Point Threading	3	3
MATH	113	Math for Technical Careers	3	3
Total			20	20
2nd Semester				
ENGL	118	Technical Composition	3	
DRFT	111	Drafting for Industry	3	3
MASH	122	Basic Milling Operations	4	4
MASH	123	Machining Calculations	3	3
MASH	124	Precision Surface Grinding	4	4
MASH	129	Tool Grinding	3	3
Total			20	17
3rd Semester				
ENGL	218	Advanced Technical Composition	3	
WELD	111	Basic Welding (Offered in the Fall only)	2	2
MASH	206	Advanced Lathe Operations	4	4
MASH	207	Specialized Machining Operations	3	3
MASH	208	Advanced Milling Operations	4	4
MASH	209	Machine Shop Maintenance	3	3
Total			19	16

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