

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
FINA 132*	Personal Financial Planning	3
LEAS 225*	American Indian Law	3
LEAS 231*	Business Law II	3
LEAS 219*	Trial Advocacy	3
LEAS 280*	Cooperative Education	3
	Total	18
	Total Credit	66

Note: Unless otherwise indicated, each continuing legal assistant education course 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
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, and 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 required for the program 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		AAS	C
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

Continued on next page