

LFCC ADVISING WORKSHEET

Program: Certificate Office Legal Assistant/Paralegal Studies

Catalog Year: 2016-2017

Advisor:

Program purpose: To prepare individuals for full-time employment upon completion of the community college program

Check	Course	Title	Credits	Grade	Notes
First Semester (summer)					
	ENG 111	College Composition I	3		
	LGL 125	Legal Research	3		
Second Semester (fall)					
	SDV 101	Orientation to Virtual Assistant	1		
	LGL 115	Real Estate Law for Legal Assistants	3		
	LGL 117	Family Law	3		
	LGL 126	Legal Writing	3		
	LGL	LGL 200 Level Elective	3		
Third Semester (spring)					
	AST 206	Professional Development ¹	3		
	LGL 200	Ethics for the Legal Assistants	1		
	LGL 215	Torts	3		
	LGL 230	Legal Transactions	3		
	LGL 217	Trial Practice and the Law of Evidence	3		
		Total	32		

¹ Capstone course. Internship project required.

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates

This certificate can be completed in three semesters (one year) if the following conditions are met:

- Placement Tests indicate readiness to enroll in ENG 111.
- Students are willing to enroll in day and evening classes.
- Students enroll in required LGL prefix classes offered each semester (courses are offered once a year).
- Students with no keyboarding skill or limited computer skills must enroll in AST 101 or AST 102 or AST 141 prior to admission to program.

The College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.