

## LFCC ADVISING WORKSHEET

Program: AAS Paralegal Studies

Catalog Year: 2016-2017

Student:

Advisor:

Program purpose: Designed to provide basic understanding of the general processes of American law and have the knowledge and proficiency to perform specific tasks under the supervision of a lawyer in the fields of civil and criminal law.

Check	Course	Title	Credits	Grade	Notes
<b>First Semester</b>					
	AST 102	Keyboarding II or AST 141 Word Processing <sup>2</sup>	3		
	LGL 115	Real Estate Law for Legal Assistants	3		
	LGL 117	Family Law	3		
	LGL 125	Legal Research	3		
	LGL 126	Legal Writing	3		
	PED/HLT	Physical Education or Health	1		
	SDV 101	Orientation to Virtual Assistant <sup>1</sup>	1		
<b>Second Semester</b>					
	AST 142	Word Processing II <sup>3</sup>	3		
	ENG 111	College Composition I	3		
	HIS 121	United States History I	3		
	LGL 130	Law Office Administration and Management	3		
	LGL 216	Trial Preparation & Discovery Practice	3		
<b>Third Semester</b>					
	LGL 218	Criminal Law	3		
	LGL 235	Legal Aspects of Business Organizations	3		
	LGL	Elective 200 Level <sup>5</sup>	3		
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	MTH 151	Mathematics for the Liberal Arts I	3		
	SOC 200	Principles of Sociology	3		
<b>Fourth Semester</b>					
	AST 206	Professional Development <sup>6</sup>	3		
	AST 265	Legal Office Procedures I or AST 243 Office Administration I <sup>3</sup> or AST 244 Office Administration II <sup>3</sup>	3		
	HUM	Approved Elective <sup>4</sup>	3		
	LGL	Elective 200 Level <sup>5</sup>	3		
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		<b>Total</b>	<b>65</b>		

<sup>1</sup>Transfer Students: See Advisor for approved substitution.

<sup>2</sup>Prerequisite: AST 101 or AST 102.

<sup>3</sup>Prerequisite: AST 102 or AST 141

<sup>4</sup>Recommended: Foreign Language or Philosophy. Students may select humanities from approved list on page 41.

<sup>5</sup>LGL 200 Level Electives are offered each semester: summer, fall and spring.

<sup>6</sup>Capstone Course. Internship project required.

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

### ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Courses in this program require placement tests indicating readiness to enroll in ENG 111.
- Students are willing to enroll in day and evening on-campus classes.
- Students enroll in required LGL prefix classes offered each semester (courses are offered once a year).
- Students without computer or keyboarding skills (below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I prior to enrolling in AST 102 or AST 141.

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.