

# PARALEGAL ASSISTANT



Toward a Bachelor of Science Degree

Minimum 62 hours

## Transfer Curriculum • Associate in Arts Degree • Minimum 2.0 OGPA • Major Code: DAA

This curriculum is designed for transfer to four year institutions for this major. Consult the website of the four year institution where you plan to transfer, regarding specific course needs, requirements and deadlines.

### FIRST YEAR

Fall Semester		Credit Hrs
<b>ENG 121</b>	Rhetoric & Composition I	3
<b>IT 119</b>	Basic Software Applications	3
<b>MATH 144</b>	Heart of Mathematics	4
<b>PHYSICAL AND LIFE SCIENCES</b> (See Below)		4
Total Hours		14

Spring Semester		Credit Hrs
<b>ENG 122</b>	Rhetoric & Composition II	3
<b>HUMANITIES AND FINE ARTS</b> (See Below)		3
<b>SOCIAL AND BEHAVIORAL SCIENCES</b> (See Below)		3
<b>PHYSICAL AND LIFE SCIENCES</b> (See Below)		4
<b>SOC 221</b>	Family in Society	3
Total Hours		16

### SECOND YEAR

Fall Semester		Credit Hrs
<b>COM 121</b>	Principles of Speaking	3
<b>GOVT 121</b>	American Government	3
<b>HYG 121</b>	Personal Health	3
<b>SPAN 121</b>	Spanish I	4
<b>ELECTIVE</b> (See Below)		3
Total Hours		16

Spring Semester		Credit Hrs
<b>MATH 141</b>	Introductory Statistics	4
<b>HUMANITIES AND FINE ARTS</b> (See Below)		3
<b>SPAN 122</b>	Spanish II	4
<b>HUMANITIES AND FINE ARTS</b> (See Below)		3
<b>ELECTIVE</b> (See Below)		3
Total Hours		17

The bolded classes on this curriculum guide indicate the minimum a student must complete in order to receive an Associate degree. See advisor for specific transfer information.

SUGGESTED ELECTIVES: NUR 195-3 Medical Terminology, COM 144-3 Interpersonal Communications, BUS 191-3 Financial Accounting, BUS 297-3 Business Law I, ECON 122-3 Microeconomics, PHIL 122-3 Logic, or any other general education transfer course.

#### **HUMANITIES AND FINE ARTS: 9 semester hours. At least one course must be taken from each area.**

Area 1	___ ART 121-3 (F2 900) Art Appreciation	___ MUS 121-3 (F1 900) Music Appreciation	___ COM 128-3 (F2 905) Film Appreciation
	___ ART 222-3 (F2 901) Prehistory to Medieval Art	___ MUS 126-3 (F1 904) Intro to American Music	___ THTR 121-3 (F1 907) Introduction to Theater
	___ ART 223-3 (F2 902) Renaissance to Contemporary Art		
Area 2	___ ENG 243-3 (H3 902) Introduction to Drama	___ ENG 261-3 (H3 914) American Literature I	___ PHIL 121-3 (H4 900) Intro to Philosophy
	___ ENG 245-3 (H3 906) World Literature	___ ENG 262-3 (H3 915) American Literature II	___ PHIL 122-3 (H4 906) Fundamentals of Logic
	___ ENG 246-3 (H3 907) Modern Literature		___ PHIL 221-3 (H4 904) Fundamentals of Ethics
			___ PHIL 224-3 (H5 904N) Comparative Religions

#### **SOCIAL & BEHAVIORAL SCIENCES: 3 semester hours.**

Area 1	___ ECE 141-3 (S6 903) Child Development	___ PSYC 121-3 (S6 900) Intro Psychology	___ SOC 121-3 (S7 900) Intro Sociology
	___ HIST 161-3 (S2 923D) Black American History	___ PSYC 221-3 (S6 903) Child Psychology	___ SOC 221-3 (S7 902) The Family in Society
Area 2	___ HIST 121-3 (S2 902) Western Civilization to 1648	___ HIST 141-3 (S2 901N) Latin American History	___ HIST 241-3 (S2 900N) American History I
	___ HIST 122-3 (S2 903) Western Civilization from 1648		___ HIST 242-3 (S2 901N) American History II
Area 3	___ ECON 121-3 (S3 901) Macroeconomics	___ GOVT 121-3 (S5 900) American Government	
	___ ECON 122-3 (S3 902) Microeconomics	___ GOVT 226-3 (S5 904N) Intro International Relations	

#### **PHYSICAL AND LIFE SCIENCES: 8 semester hours. At least one course must be taken from each area.**

Area 1	___ BIOL 121-4 (L1 900L) Introductory Biology	___ BOT 121-4 (L1 901L) Plants and Society	___ BIOL 221-4 (L1 900L) General Biology I
	___ BIOL 141-4 (L1 905L) Environmental Science		
Area 2	___ CHEM 123-4 (P1 902L) Basic Inorg/Org Chemistry	___ PHYS 121-4 (P1 900L) Basic Physics	
	___ CHEM 121-5 (P1 902L) General Chemistry I	___ PHYS 221-5 (P1 900L) General Physics	

#### **Career Opportunities:**

Legal Assistant, Paralegal, Title Examiner, Title Abstractor.

#### **Major Employers:**

Law Firms; Government Agencies; Legal Aid Agencies; Abstract and Title Companies; Real Estate and Other Business Firms.