

# 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<br>___ ART 222-3 (F2 901) Prehistory to Medieval Art<br>___ ART 223-3 (F2 902) Renaissance to Contemporary Art | ___ MUS 121-3 (F1 900) Music Appreciation<br>___ MUS 126-3 (F1 904) Intro to American Music   | ___ COM 128-3 (F2 905) Film Appreciation<br>___ THTR 121-3 (F1 907) Introduction to Theater  |
| Area 2 | ___ ENG 243-3 (H3 902) Introduction to Drama<br>___ ENG 245-3 (H3 906) World Literature<br>___ ENG 246-3 (H3 907) Modern Literature                    | ___ ENG 261-3 (H3 914) American Literature I<br>___ ENG 262-3 (H3 915) American Literature II | ___ PHIL 121-3 (H4 900) Intro to Philosophy<br>___ PHIL 122-3 (H4 906) Fundamentals of Logic<br>___ PHIL 221-3 (H4 904) Fundamentals of Ethics<br>___ 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<br>___ PSYC 221-3 (S6 903) Child Psychology                  | ___ SOC 121-3 (S7 900) Intro Sociology<br>___ SOC 221-3 (S7 902) The Family in Society      |
| Area 2 | ___ HIST 121-3 (S2 902) Western Civilization to 1648<br>___ HIST 122-3 (S2 903) Western Civilization from 1648 | ___ HIST 141-3 (S2 901N) Latin American History<br>___ HIST 161-3 (S2 906N) African Culture           | ___ HIST 241-3 (S2 900N) American History I<br>___ HIST 242-3 (S2 901N) American History II |
| Area 3 | ___ ECON 121-3 (S3 901) Macroeconomics<br>___ ECON 122-3 (S3 902) Microeconomics                               | ___ GOVT 121-3 (S5 900) American Government<br>___ 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<br>___ BIOL 141-4 (L1 905L) Environmental Science    | ___ BOT 121-4 (L1 901L) Introduction to Botany                                     | ___ BIOL 221-4 (L1 900L) General Biology I |
| Area 2 | ___ CHEM 123-4 (P1 902L) Basic Inorg/Org Chemistry<br>___ CHEM 121-5 (P1 902L) General Chemistry I | ___ PHYS 121-4 (P1 900L) Basic Physics<br>___ 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.