# Business & Technology Division Degree Plan

## PARALEGAL
Associate of Applied Science

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<td>CITY, STATE, &amp; ZIP CODE</td>
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### PLACEMENT TESTING:
- **Alternative Exam:**
  - Read
  - Writing
  - Math
- **DATE:**
- ***TSI COMPLETE/EXEMPT/WAIVED**

### DEVELOPMENTAL COURSES (enter grade)
- **Orin 101 - College Success**
- **Act**: None
- **SAT**: None

### Major Courses

#### FIRST YEAR - FALL SEMESTER
- **POFT 1319** Records & Information Management I
- **SPAN 1311** Beg Spanish I for Spanish Speakers or ARTS 1301
- **POFI 2301** Word Processing
- **LGLA 1307** Introduction to Law and Legal Professions
- **POFT 1301** Business English

#### FIRST YEAR - SPRING SEMESTER
- **POFI 2340** Advanced Word Processing
- **LGLA 1303** Legal Research
- **LGLA 1342** Federal Civil Litigation
- **POFT 2312** Business Correspondence & Communication
  - Mathematics / Natural Sciences Elective 3

#### FIRST YEAR - SUMMER
- **LGLA 1344** Texas Civil Litigation
- **SPCH 1321** Business & Professional Speaking

#### SECOND YEAR - FALL SEMESTER
- **ENGL 1301** Composition
- **LGLA 1353** Wills, Trusts & Probate Administration
- **LGLA 2303** Torts & Personal Injury Law
- **LGLA 2313** Criminal Law and Procedures
- **LGLA 1305** Legal Writing

#### SECOND YEAR - SPRING SEMESTER
- **LGLA 1355** Family Law
- **LGLA 2307** Law Office Management
- **LGLA 2311** Business Organizations
- **LGLA 2309** Real Property
- **LGLA 2331** Advanced Legal Research & Writing

#### SECOND YEAR - SUMMER
- **PSYC 2301** General Psychology
- **LGLA 2266** Practicum: Paralegal

**IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOURS GENERAL EDUCATION REQUIREMENT**

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**STUDENT'S SIGNATURE**

**DATE**

**FACULTY/ADVISOR'S SIGNATURE**

**DATE**

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*Texas Success Initiative Rules*
2014-2015  Paralegal, Associate of Applied Science

PRE-REQUISITES:

POFT  1319  RECORDS AND INFORMATION MANAGEMENT I
  Prerequisite: None.

SPAN  1311  BEGINNING SPANISH I FOR SPANISH SPEAKERS
  Prerequisite: None.

ARTS  1301  ART APPRECIATION
  Prerequisite: Completion of READ 0200 or equivalent.

POFI  2301  WORD PROCESSING
  Prerequisite: POFT 1227 or permission from the department.

LGLA  1307  INTRODUCTION TO LAW AND LEGAL PROFESSIONS
  Prerequisite: None.

POFT  1301  BUSINESS ENGLISH
  Prerequisite: None.

POFI  2340  ADVANCED WORD PROCESSING
  Prerequisite: POFI 2301.

LGLA  1303  LEGAL RESEARCH
  Prerequisite: None.

LGLA  1342  FEDERAL CIVIL LITIGATION
  Prerequisite: LGLA 1307.

POFT  2312  BUSINESS CORRESPONDENCE & COMMUNICATION
  Prerequisite: POFT 1301.

LGLA  1344  TEXAS CIVIL LITIGATION
  Prerequisite: LGLA 1307 and LGLA 1342.

SPCH  1321  BUSINESS & PROFESSIONAL SPEAKING
  Prerequisite: Completion of READ 0200 or equivalent.

ENGL  1301  COMPOSITION
  Prerequisite: TSI complete in Reading and Writing; or completion of ENGL 0200 and READ 0200 with a grade of "C" or better; or completion of INRW 0304 with a grade of "C" or better.

LGLA  1353  WILLS, TRUSTS & PROBATE ADMINISTRATION
  Prerequisite: LGLA 1307.

LGLA  2303  TORTS & PERSONAL INJURY LAW
  Prerequisite: LGLA 1307.

LGLA  2313  CRIMINAL LAW AND PROCEDURES
  Prerequisite: LGLA 1307.

LGLA  1305  LEGAL WRITING
  Prerequisite: POFT 2312.

LGLA  1355  FAMILY LAW
  Prerequisite: LGLA 1307.

LGLA  2307  LAW OFFICE MANAGEMENT
  Prerequisite: LGLA 1307.

LGLA  2311  BUSINESS ORGANIZATIONS
  Prerequisite: LGLA 1307.

LGLA  2309  REAL PROPERTY
  Prerequisite: LGLA 1307.

LGLA  2331  ADVANCED LEGAL RESEARCH & WRITING
  Prerequisite: LGLA 1303, LGLA 1305, and LGLA 1307.

PSYC  2301  GENERAL PSYCHOLOGY
  Prerequisite: Completion of READ 0100 with a grade of "C" or better or equivalent.

LGLA  2266  PRACTICUM: PARALEGAL
  Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

MATHEMATICS / NATURAL SCIENCES ELECTIVE - 4 CREDITS (Depending on the course, check the catalog for pre-requisites.)