

# Paralegal

## Associate of Applied Business

### Core Courses - 74 Credits

Cr. Hr.

KEY 124	Fundamentals of Computer Keyboarding.....	4
BUS 130	Business Law .....	4
CDP 120	Introduction to Desktop Applications .....	4
CDP 150	Word Processing 1 .....	4
CDP 224	Electronic Spreadsheets.....	4
CDP 250	Word Processing 2 .....	4
*GEN 122	Written Communications 1 .....	4
*GEN 125	Oral Communications .....	4
PAR 100	Legal Terminology .....	4
PAR 110	Introduction to the Legal System .....	4
PAR 130	Law Office Management.....	4
PAR 200	Legal Research & Writing.....	4
PAR 210	Civil Litigation .....	4
PAR 215	Administrative Law .....	4
PAR 240	Real Estate Law .....	4
PAR 250	Probate and Estate Administration .....	4
PAR 260	Tort Law.....	4
PAR 290	Paralegal Externship .....	6

### General Education Electives - 12 Credits

*GEN 102	Introduction to Psychology .....	4
*GEN 112	Civics.....	4
*GEN 115	Introduction to Sociology .....	4
*GEN 117	Introduction to Economics .....	4
*GEN 123	Written Communications 2 .....	4

### Paralegal Electives (4 credits from this list and 8 credits from the list below, or 8 credits from this list and 4 credits from the list below)

PAR 220	Business Organizations.....	4
PAR 230	Family Law .....	4
PAR 270	Criminal Law.....	4
PAR 280	Bankruptcy.....	4

### Business Electives (4 credits from this list and 8 credits from the list above, or 8 credits from this list and 4 credits from the list above)

BUS 101	Accounting Principles 1 .....	4
BUS 140	Human Resources.....	4
BUS 215	Tax Accounting.....	4
	Total Credit Hours	98

\*General Education Credit Hours 20