

## Required Program of Study for Associate of Applied Science Degree (2 years)

### Freshman Year

<b>FIRST SEMESTER</b>	
<b>Course</b>	<b>Credits</b>
BSAD 1400 Introduction to Paralegal Studies*	3
BSAD 2600 Real Estate Law*	3
BSAD 2700 Business Law I	3
OFFT 1020 Word Processing with WordPerfect or OFFT 1090 Microsoft Word I	2-3
OFFT 1450 Legal Document Formatting	2
Elective	3
	16-17

<b>SECOND SEMESTER</b>	
<b>Course</b>	<b>Credits</b>
BSAD 1420 Family Law*	3
BSAD 1460 Civil Law and Litigation*	3
BSAD 2710 Business Law II	3
OFFT 1520 Microsoft Excel	1
OFFT 1540 Microsoft PowerPoint	1
OFFT 1840 Legal Office Practicum	2
Electives**	2-3
	15-16

### Sophomore Year

<b>FIRST SEMESTER</b>	
<b>Course</b>	<b>Credits</b>
BSAD 1440 Estate Law and Administration*	3
BSAD 1500 Legal Research and Writing I*	3
Economics	3
MATH 1045 or higher	3
Elective**	3
	15

<b>SECOND SEMESTER</b>	
<b>Course</b>	<b>Credits</b>
BSAD 2050 Business Communications	3
BSAD 2000 Criminal Law*	3
BSAD 2610 Paralegal Capstone	3
PSYC 1810 Introduction to Psychology	3
Electives**	3
	15

**Total Credit Hours** **61-63**

\* At the present time, due to demand and instructor availability, these classes are taught in the evening only.

\*\* Suggested electives: OFFT 1570 Microsoft Outlook; OFFT 1170 Business English I; OFFT 1110 Records and Information Management; BSAD 1000 Human Relations and Ethics; BSAD 1040 Personal Finance; BSAD 1050 Introduction to Business; BSAD 2250 International Business; BSAD 2510 Organizational Behavior; SPAN 1200 Elementary Spanish I; and SOCI 2150 Issues of Unity and Diversity. See your advisor for suggestions of other electives.

## Required Program of Study for Paralegal Studies Certificate

The paralegal studies certificate option consists of a minimum of 18 credit hours of selected courses from business administration. The certificate option is specifically intended for individuals wishing to update their skills after several years' absence from the workforce or for working adults wishing to change occupations. All of the course work will apply to both the diploma and association of applied science degree options.

<b>Course</b>	<b>Credits</b>
BSAD 1400 Introduction to Paralegal Studies	3
BSAD 1500 Legal Research and Writing I	3
BSAD 2700 Business Law I	3
BSAD 2710 Business Law II	3
Electives*	6
<b>Total Credit Hours</b>	<b>18</b>

\*Choose from the following elective courses:

BSAD 1420 Family Law	3
BSAD 1440 Estate Law and Administration	3
BSAD 1460 Civil Law and Litigation	3
BSAD 2000 Criminal Law	3
BSAD 2600 Real Estate Law	3