

# New Mexico Junior College

## Degree Plan

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Degree: Associate in Applied Science  
 Major: **Legal Assistant/Paralegal**

A total of 65-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

### General Education Requirements – 21-24 credit hours

|                                      | GRADE     |   | GRADE     |
|--------------------------------------|-----------|---|-----------|
| PS 110 College Orientation <i>or</i> | _____     | _____ Communications Elective                       | (3) _____ |
| PS 113A Freshman Seminar             | _____     | _____ Lab Science                                   | (4) _____ |
| EN 113 Composition and Rhetoric      | (3) _____ | _____ Math Elective ( <i>MA Prefix</i> )            | (3) _____ |
| EN 123 Composition and Literature    | (3) _____ | PY 111H Fitness for Life                            | (1) _____ |
| _____ Behavior Science Elective      | (3) _____ | _____ Physical Education ( <i>Activity Course</i> ) | (1) _____ |

### Departmental Requirements - 29 credit hours

|  |           |   |           |
|--|-----------|---|-----------|
| LS 113 Introduction to the Legal System            | (3) _____ | LS 213 Law Office Operations and Management | (3) _____ |
| LS 113C Introduction to Paralegal Studies          | (3) _____ | LS 223A Trial Preparation and Procedures    | (3) _____ |
| LS 113A Introduction to Legal Research and Writing | (3) _____ | <b>(select 6 credit hours from list)</b>    |           |
| LS 112 Legal Ethics                                | (2) _____ | LS 123A Torts                               | (3) _____ |
| LS 213A Civil Procedure                            | (3) _____ | LS 123B Property                            | (3) _____ |
| LS 213B Practicum/Internship                       | (3) _____ | LS 123 Contracts                            | (3) _____ |
|  |           | CJ 113B Criminal Law                        | (3) _____ |
|  |           | LS 233 Advanced Research Techniques         | (3) _____ |

### Legal Specialty Electives (select 9 credit hours from list)

Also, any LS or CJ course prefix will satisfy the Legal Specialty Electives

|   |           |  |             |
|---|-----------|--|-------------|
| BS 213 Business Law                     | (3) _____ | LS 223C Estate Planning and Probate      | (3) _____   |
| BS 223 Business Law II                  | (3) _____ | LS 223E Oil and Gas Law                  | (3) _____   |
| LS 123C Family Law                      | (3) _____ | LS 223F Environmental Law                | (3) _____   |
| LS 223D Bankruptcy and Creditors Rights | (3) _____ | LS 223B Torts/Negligence                 | (3) _____   |
| SC 123B Intro to Accounting             | (3) _____ | AC 114 Principles of Accounting I        | (4) _____   |
|   |           | LS 231A - Special Topics in Paralegalism | (1-4) _____ |
|   |           | 234 A                                    |             |

### SPECIALIZED REQUIREMENTS - 6 credit hours

|                                  |           |                                    |           |
|----------------------------------|-----------|------------------------------------|-----------|
| SC 223D Microsoft Word <i>or</i> | (3) _____ | SC 113E Business English <i>or</i> | (3) _____ |
| CS 123D Windows Applications     | (3) _____ | BU 223 Business Communication      | (3) _____ |

Total Credit Hours \_\_\_\_\_

APPROVED

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Checked: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Registrar)

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

Revised 8/08