



**Paralegal/Legal Assistant (LAS16) 220301  
Certificate of Completion**

**First Year**

<b>First Semester</b>			<b>Credit</b>
LGLA	1301	Legal Research and Writing	3
LGLA	1307	Introduction to Law and the Legal Profession	3
LGLA	1317	Law Office Technology	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3

**Second Semester**

LGLA	1345	Civil Litigation	3
LGLA	1353	Wills, Trusts, and Probate Administration	3
ELEC		BCIS 1305 or ITSC 1309	3
POFT	1309	Administrative Office Procedures I	3
POFT	1307	Proofreading and Editing	
or			
ACNT	1311	Introduction to Computerized Accounting	
or			
ACNT	1329	Payroll and Business Tax Accounting	3
<b>Total Hours</b>			<b>30</b>