Student Name _____ ID Number _____

ASSOCIATE OF APPLIED SCIENCE
LEGAL ASSISTANT
2009 - 2010

GENERAL EDUCATION CORE	REQ	COMP	NEED
SKILLS COMPONENT			
COMM 101 Principles of Speech **OR**	3		
COMM 202 Interpersonal Communications			
ENGL 101 College Writing	3		
MTHPT 130, 137, 138	4*		
MATH 123, 130, 130A/130B, 137,			
143/144, 147, 157/257, 170, 254			
DISTRIBUTIVE COMPONENT			
HRPT 185 Human Relations in Organizations	3		
ANTH 102, 120, 170	3		
ECON 101, 102, 201, 202			
GEOG 102			
HIST 101, 102, 111, 112			
HRPT 184			
PHIL 120			
POLS 101, 285			
PSYC 101, 205			
SS 150, 184			
SOC 101, 102			
TOTAL	16		

PROGRAM REQUIREMENTS		REQ	COMP	NEED
ACCPT 101	Basic Accounting I	3		
CITPT 110	Business Computer Skills	3		
CITPT 212	Spreadsheets and Databases	3		
GNBPT 222	Proofreading*	3		
GNBPT 245	Business Writing	3		
GNBPT 296	Work-based Learning (Co-op)	3		
LAWPT 173	Legal Office Procedures I	3		
LAWPT 219	Legal Terminology	3		
LAWPT 223	Legal Support Fund & Ethics	3		
LAWPT 221	Legal Transcription	3		
LAWPT 224	Intro to Law	3		
LAWPT 230	Legal Research & Writing I	3		
LAWPT 265	Business Law	3		
LAWPT 274	Legal Office Procedures II	3		
WRPPT 200	Word Processing	6		
	TOTAL	48		

SUMMARY			
GENERAL EDUCATION	16		
PROGRAM REQUIREMENTS	48		
TOTAL	64		

NOTES, SUBSTITUTIONS & WAIVERS

Division Chair _____ **Date** _____ **Advisor** _____ **Date** _____

*Professional/Technical AAS degrees require a minimum of 16 credits of general education core. If a student transfers in less than 4 credits of math, s/he may be required to complete an additional general education core course to reach the required 16 credits.