



CERTIFICATE OF PARALEGAL (Legal Assistant) Official Degree Plan MCLENNAN COMMUNITY COLLEGE

Career Cluster is



| Last Name | First Name | MI | I.D. Number | Date |
|-----------|------------|----|-------------|------|
| | | | | |

Is remediation required? __Yes __No

TASP passed: __Reading __Math __Writing

| Freshman Year Sem I | Sub No. | Grade | Freshman Year Sem II | Sub No. | Grade |
|--|---------|-------|--|---------|-------|
| LGLA 1313-Introduction to Paralegal Studies | | | ITSW 1301- Introduction to Word Processing OR POFI 2340- Advanced Word Processing | | |
| POFT 1393-Introduction to Keyboarding ¹ | | | ENGL 1302- Freshman Composition II OR ENGL 2311- Technical Communication | | |
| ENGL 1301-Freshman Composition I OR POFT 1301 Business English | | | LGLA 1345 – Civil Litigation (offered only in Spring) | | |
| BUSI 2301-Business Law | | | LGLA 1301- Legal Research & Writing (offered only in Spring) | | |
| LGLA 1391-Practice of Property & Family Law OR LGLA 2313 – Criminal Law and Procedures (offered only in Fall) | | | LGLA 2388- Internship Paralegal OR Approved LGLA elective ² | | |
| | | | LGLA 1311-Introduction to Law (offered only in Spring) | | |
| Total Hours Recommended: 15 | | | Total Hours Recommended: 18 | | |

¹May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. A keyboarding test is required.

² Students must meet Guidelines for Internships (General Catalog) and have approval of the program director to enroll in this course. LGLA 2388 is the Capstone course which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job task. Check for prerequisites.

- Any computer class more than 5 years old cannot be counted toward this certificate.
- This certificate plan is only good for 5 years.
- There is a one year limit on contesting any grade.

I plan to receive the **CERTIFICATE OF PARALEGAL (Legal Assistant)**. I understand this certificate plan will determine my eligibility for graduation and all course substitutions must be approved by the Dean of Workforce education. I must earn a minimum of **33 semester college-level credit hours** and must meet all other requirements.

Advisor's Signature

Student's Signature