

ASSOCIATE IN APPLIED SCIENCE IN LEGAL ASSISTING

ACADEMIC YEAR: 2009 to 2010

LGA

Name _____ Student ID _____

✓	COURSE	CODE	CR	SEM	GR
	HCCC REQUIRED COURSE (1 CR)				
	College Survival Skills	CSS 100	1		
	COMMUNICATIONS (6 CR)				
	College Composition I	ENG 101	3		
	College Composition II	ENG 102	3		
	MATH/SCIENCE/TECHNOLOGY (3 CR)				
	Introduction to Computers & Computing	CSC 100	3		
	SOCIAL SCIENCE/HUMANITIES (3 CR)				
	Introduction to Psychology	PSY 101	3		
	UNASSIGNED/FREE (9-10 CR)				
	Speech	ENG 112	3		
	Science Elective		3/4		
	Diversity Elective		3		
	MAJOR REQUIREMENTS (45 CR)				
	Business Law	BUS 230	3		
	Introduction to Law	LGA 100	3		
	Role of the Legal Assistant	LGA 111	3		
	Civil Litigation	LGA 112	3		
	Real Property	LGA 113	3		
	Computers for Paralegals	LGA 115	3		
	Family Law	LGA 204	3		
	Trusts & Estates	LGA 205	3		
	Criminal Law & Procedures	LGA 211	3		
	Research & Writing for the Legal Assistant	LGA 212	3		
	Externship I	LGA 231	3		
	Externship II	LGA 241	3		
	Principles of Management	MAN 121	3		
	Business Mathematics	MAT 103	3		
	Introduction to Political Science OR American Government	PSC 101/102	3		
		TOTAL	67/68		

This is an unofficial document and should be used for academic planning purposes only.

ESL and Academic Foundation students should check guidelines before enrolling in College Level courses.

Please use the HCCC College Catalog to reference co-requisites and pre-requisites and for a semester breakdown of this major.

Electives Section

The program sequences carry elective requirements.

Students should check their majors and choose electives from the following:

APPROVED LIBERAL ARTS ELECTIVES

Courses may be chosen from the list of NJ Education Foundation and/or any of the following subjects:

American Studies, Anthropology, Art, Biology, Chemistry, Communications, Computer Art, Creative Writing, Criminal Justice, Economics, Film, History, Interdisciplinary, Journalism, Literature, Mathematics (102 or higher), Modern Languages, Music, Philosophy, Physics, Political Science, Psychology, Sociology and Theatre Arts

FINE ARTS

(Selected AA & AS degrees & AFA degree as part of major requirements)

ARC 105 Introduction to Computer Arts
 ARC 106 Digital Imaging
 ARC 107 Print Design
 ARC 109 Interactive/Web Design
 ART 101 Experiencing Art
 ART 103 Two Dimensional Design
 ART 106 Drawing I
 ART 107 Painting I
 ART 113 Three-Dimensional Design
 ART 114 Color Theory
 ART 115 Art History I
 ART 116 Drawing II
 ART 117 Painting II
 ART 125 Art History II
 ART 126 Figure Drawing
 ART 127 Water Color
 ART 130 Portfolio and Presentation
 ENG 210 Creative Writing
 FLM 101 Introduction to Film
 FLM 102 Latin- American Literature in Film
 FLM 103 Women in Film
 MUS 101 Introduction to Music
 MUS 102 Introduction to World Music
 MUS 104 The African American Musical Heritage
 THA 101 Introduction to Acting
 THA 102 Introduction to Theatre

MATHEMATICS

MAT 100 College Algebra
 MAT 102 Math for the Health Sciences
 MAT 103 Business Mathematics
 MAT 106/107/108 Mathematics Analysis I/II/III
 MAT 109 Health Care Statistics
 MAT 110 Precalculus
 MAT 111/112/211 Calculus I/II/III
 MAT 114 Intro. to Statistics & Probabilities
 MAT 116 Precalculus for Bus. & Soc. Sci.
 MAT 212 Differential Equations
 MAT 213 Discrete Mathematics
 MAT 215 Linear Algebra

LAB SCIENCE

BIO 107 Human Biology
 BIO 111/211 Anatomy & Physiology I/II
 BIO 115/116 Principles of Biology I/II
 BIO 208 Ecology
 BIO 230 Histology
 BIO 250 Microbiology
 CHP 100 Introduction to Chemistry
 CHP 111/211 College Chemistry I/II
 CHP 220 Quant. Anal & Chem. Computations
 CHP 225/230 Organic Chemistry I/II
 PHY 111/211 Engineering Physics I/II
 PHY 113 /213 Physics I/II
 SCI 101 Intro to Physical Science

SOCIAL SCIENCE

ANT 101 Introduction to Anthropology
 ECO 201 Principles of Macroeconomics
 ECO 202 Principles of Microeconomics
 PSC 101 Introduction to Political Science
 PSC 102 American Government
 PSC 200 State & Local Government
 PSC 210 International Relations
 PSY 101 Introduction to Psychology
 PSY 211/212 Developmental Psychology I/II
 PSY 260 Life Span Development
 SOC 101 Principles of Sociology

HUMANITIES

AMS 135 Introduction to American Studies
 ART 101 Experiencing Art
 ART 115/125 Art History I/II
 FLM 101 Introduction to Film
 HIS 104 History of American Immigration & Ethnicity
 HIS 105/106 US History I/II
 HIS 130 African-American History
 HIS 131 Islamic & African History
 HIS 132 Latin-American & Caribbean History
 HIS 137 Women in American History
 HIS 210 History of Western Civilization I
 HIS 211 History of Western Civilization II
 HUM 101 Cultures and Values
 HUM 128 Food & Culture
 LIT 201 Introduction to Literature
 LIT 202 Survey of American Literature
 LIT 205 Introduction to Cultural Studies
 LIT 207 Introduction to Drama
 LIT 210 Latin American Literature
 LIT 211 African-American Literature

HUMANITIES (cont.)

MLF 101/102 Basic French I/II
 MLR 101/102 Basic Russian I/II
 MLS 101/102 Basic Spanish I/II
 MLS111 Spanish for Heritage Speakers
 MLS 201 Intermediate Spanish
 MLS 202 Latin American Literature -1500 to Present
 PHL 101 Principles of Philosophical Thought
 PHL 102 Religions of Asia
 PHL 103 Religions of the West
 PHL 218 Contemporary Moral Issues
 MUS 101 Introduction to Music
 MUS 102 Introduction to World Music
 MUS 104 The African-American Musical Heritage
 THA 102 Introduction to Theatre

HISTORY

Students may use any HIS course to meet this requirement.

DIVERSITY

ANT 101 Introduction to Anthropology
 HUM 101 Cultures and Values
 HUM 128 Food & Culture
 HIS 104 History of Amer. Immigration & Ethnicity
 HIS 132 Latin-American & Caribbean History
 INTD 235 Exploring Multicultural Studies
 MUS 102 Introduction to World Music
 MUS 104 The African-American Musical Heritage
 PHL 102 Religions of Asia
 PHL 103 Religions of the West
 SOC 230 Religion & Society
 SOC 260 Race & Ethnic Relations

SCIENCE

BIO 100 General Biology
 Students may use all courses listed under Lab Science to meet this requirement.

LITERATURE

Students may use any LIT course to meet this requirement.