

# LEGAL ASSISTANT (ASSOCIATE OF SCIENCE, A.S.)

## Requirements

The Associate of Science degree with a major in Legal Assistant is designed to provide those individuals who have little or no background or training in law with the skills necessary to work in a law office as an assistant to an attorney.

Code	Title	Credit Hours
<b>General Studies</b>		
Students must complete General Studies courses ( <a href="http://catalog.missouriwestern.edu/undergraduate/university-information/academic-standards-regulations/associate-degree-certificate/#associate-general-studies">http://catalog.missouriwestern.edu/undergraduate/university-information/academic-standards-regulations/associate-degree-certificate/#associate-general-studies</a> )		15
<b>Major Requirements</b>		
LAT 101	Introduction to Law	3
LAT 115	Paralegal Studies	3
LAT 220	Legal Research	3
LAT 225	Litigation	3
LAT 250	Legal Computer Applications	3
LAT 310	Legal Drafting	3
LAT 400	Advanced Legal Research	3
LAW 365	Practicum I	3
or LAW 465	Internship	
ENG 108	College Writing and Research	3
MAT 110	Contemporary Problem Solving	3
or MAT 112	Finite Mathematics	
or MAT 116	College Algebra	
PSC 101	American National Government	3
<b>Restricted Legal Studies Electives</b>		
Select twelve credit hours from the following:		12
LAT 230	Real Property	
LAT 320	Tort Law	
LAT 335	Interpersonal Conflict Resolution	
LAT 340	Study Away in Criminal Justice & Legal Studies	
LAT 360	Probate Law	
LAT 370	Domestic Relations	
LAT 420	Civil Rights Law	
LAT 430	Conflict Management	
LAT 492	Selected Legal Topics	
LAW 320	Criminal Evidence	
LAW 465	Internship	
GBA 211	Business Law I	
GBA 311	Business Law II	
SWK 325	Family and Child Welfare	
SWK 345	Substance Use and Disorders	
SWK 365	Death And Dying	

NOTE: Students must complete a Contact Information form prior to graduation. Per ABA program approval guidelines, students must also complete an exit interview with selected department faculty.

## University Graduation Requirements

1. Earn a minimum of 62 credit hours (100 level and above, maximum of 6 CED credit hours applicable).
2. Earn 20 of the last 30 credit hours at MWSU in institutional course work (exclusive of credit by examination).
3. Participate in required departmental and campus wide assessments.
4. Fulfill the Missouri Constitution requirement.
5. Successfully pass the Missouri Higher Education Civics Achievement exam.