

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

Overview

The Associate of Science degree offers courses that are designed to prepare students to work as a paralegal, or to go on to law school. The skills the student will learn include legal research, interviewing, investigation, legal drafting, preparation of evidence and witnesses for trial, and assisting in the trial of a lawsuit.

Graduates with an Associate of Science degree in Legal Assistant hold positions in law firms, legal departments of banks, insurance companies, land title insurance companies, corporations, legal aid offices, public defender offices, the office of the prosecuting attorney, municipal legal departments and more.

Requirements

Students who choose this associate degree program will have no more than 6 years from admission or subsequent declaration to meet the requirements listed below. If certification, accreditation or statutory requirements change and additional requirements become effective during this time, the new requirements take precedence.

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
General Studies		15-19
Students must complete General Studies courses (http://catalog.missouriwestern.edu/undergraduate/university-information/academic-standards-regulations/associate-degree-certificate/#associate-general-studies)		
Major Requirements		33-34
ENG 108	College Writing and Research	3
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
CRJ 365	Practicum I	3
or CRJ 465	Internship	
MAT 110	Contemporary Problem Solving	3-4
or MAT 110E	Contemporary Problem Solving	
or MAT 112	Finite Mathematics	
or MAT 116	College Algebra	
PSC 101	American National Government	3
Restricted Legal Studies Electives		12
Select twelve credit hours from the following:		
CRJ 320	Criminal Evidence	

CRJ 365	Practicum I
CRJ 465	Internship
GBA 211	Business Law I
GBA 311	Business Law II
LAT 230	Real Property
LAT 320	Tort Law
LAT 335	Interpersonal Conflict Resolution
LAT 340	Study Away in Criminal Justice and Legal Studies
LAT 360	Probate Law
LAT 370	Domestic Relations
LAT 420	Civil Rights Law
LAT 430	Conflict Management
LAT 492	Selected Legal Topics
SWK 345	Substance Use and Disorders
SWK 365	Death And Dying
SWK 410	Family and Child Welfare

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.

Program Graduation Requirements

1. No more than 2 courses with a grade of D permitted in major coursework.
2. Earn an overall GPA of at least 2.0 and a major GPA of at least 2.0.

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.