

# OFFICE ADMINISTRATION (0556) - contd.

## Paralegal Option (3556)

NAME _____	ADVISOR _____	Sem.	Hrs.	Term	Grade
<b>Fall Semester - 12 Hours</b>					
CISM 2201	Fundamentals of Computer Applications	3		_____	_____
ENGL 1101	English Composition I	3		_____	_____
PARA 1110	Introduction to the Paralegal Profession	3		_____	_____
PARA Course	(see below)*	3		_____	_____
<b>Spring Semester - 9 Hours</b>					
COMM 1110	Public Speaking	3		_____	_____
PARA 1130	Legal Research and Writing	3		_____	_____
PARA Course	(see below)*	3		_____	_____
<b>Fall Semester - 9 Hours</b>					
PARA Course	(see below)*	3		_____	_____
PARA Course	(see below)*	3		_____	_____
Elective	ACCT/ECON/PARA or BUED 2251**	3		_____	_____
<b>ONE-YEAR TOTAL</b>		<b>30</b>			

\* PARA courses:

PARA 1110	Introduction to the Paralegal Profession	3
PARA 1120	The Understanding of Law	3
PARA 1130	Legal Research and Writing	3
PARA 1140	Litigation and Trial Practice	3
PARA 1150	Real Estate Law	3
PARA 1160	Wills, Trusts, and Estates	3
PARA 2110	Family Law	3
PARA 2120	Contract Law	3
PARA 2130	Bankruptcy Law	3
PARA 2140	Employment Law	3

\*\* Students with word processing skills are expected to choose an elective from ACCT/ECON/PARA.

As of 12/27/04