

LEGAL ASSISTANT - CERTIFICATE OF COMPLETION

NMSU Alamogordo 2024-2025 Catalog

The Legal Assistant Certificate prepares students in basic legal office skills. The courses apply to the Associate Degree in Paralegal Studies.

A grade of C- or better is required in all courses.

Total Credits Required for Certificate: 25

Prefix	Title	Credits
ACCT 2110 or ACCT 200	Principles of Accounting I A Survey of Accounting	3
COMM 1115G or COMM 1130G	Introduction to Communication Public Speaking	3
ENGL 1110G	Composition I	4
OATS 213	Word Processing I	3
PL S 160	Legal System for the Paralegal	3
PL S 190 or CJUS 1120	Criminal Law for the Paralegal Criminal Law	3
PL S 200	Legal Ethics for the Paralegal	3
PL S 278	Litigation for the Paralegal	3
Total Credits		25

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A Suggested Plan of Study - Legal Assistant Certificate

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

A grade of C- or better is required in all courses.

First Year		
Fall		Credits
ACCT 2110 or ACCT 200	Principles of Accounting I or A Survey of Accounting	3
COMM 1115G or COMM 1130G	Introduction to Communication or Public Speaking	3
ENGL 1110G	Composition I	4
PL S 160	Legal System for the Paralegal	3
	Credits	13
Spring		
OATS 213	Word Processing I ((Keyboarding proficiency required))	3
PL S 190 or CJUS 1120	Criminal Law for the Paralegal ¹ or Criminal Law	3
PL S 200	Legal Ethics for the Paralegal	3
PL S 278	Litigation for the Paralegal	3
	Credits	12
	Total Credits	25

¹ CJUS 1120 Criminal Law is offered in Fall semester only.