

# LEGAL ASSISTANT - CERTIFICATE OF COMPLETION

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## 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<br>or ACCT 200    | Principles of Accounting I<br>A Survey of Accounting | 3         |
| COMM 1115G<br>or COMM 1130G | Introduction to Communication<br>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<br>or CJUS 1120    | Criminal Law for the Paralegal<br>Criminal Law       | 3         |
| PL S 200                    | Legal Ethics for the Paralegal                       | 3         |
| PL S 278                    | Litigation for the Paralegal                         | 3         |
| <b>Total Credits</b>        |  | <b>25</b> |