



# BUSINESS ADMINISTRATION, PARALEGAL STUDIES

2016-17 Catalog Year

Associate in Applied Science (AAS)

## Advising Sheet – Suggested Course Sequence

Student Name \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

REQUIRED COURSES	CR.	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS	TERM THAT I PLAN TO TAKE OR ✓ TAKEN
ENG 111 College Composition I	3	See Placement Test Scores		
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 5	
LGL 110 Introduction to Law and the Legal Assistant	3			
LGL 125 Legal Research	3			
LGL 126 Legal Writing	3	ENG 111		
LGL Elective (any LGL course)	3			
<b>MILESTONE: Paralegal Studies Career Studies Certificate (See faculty advisor)</b>				
SDV 100 College Success Skills	1			
ENG 112 College Composition II	3	ENG 111		
MTH 163 Precalculus I	3	See Placement Test Scores		
BUS 100 Introduction to Business	3			
BIO 101 General Biology I	4		CHM 111, PHY 201	
ACC 211 Principles of Accounting I	3			
CST 100 Principles of Public Speaking or CST 110 Introduction to Communication	3			
Health/Physical Education Elective	1			
MTH 164 Precalculus II or MTH 270 Applied Calculus	3	MTH 163		
BIO 102 General Biology II	4	BIO 101	CHM 112, PHY 202	
ACC 212 Principles of Accounting II	3	ACC 211		
Humanities Elective	3		See Note 3	
Psychology or Sociology Elective	3		See Note 2	
Social/Behavioral Science Elective	3		See Note 2	
Social/Behavioral Science Elective	3		See Note 2	
<b>Total Minimum Credits to Complete</b>	<b>61</b>			

- NOTES**
- Students are strongly encouraged to complete their SDV, ENG, and MTH requirements first.
  - The social/behavioral sciences elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY (except PSY 100), or SOC.
  - The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course. See <http://www.jtcc.edu/humanitieselectives> for a list of approved conceptual and applied humanities electives.
  - Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
  - Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.
  - Students with good computer skills may seek to satisfy this requirement by CLEP or internal exam.
  - Related Career Studies Certificate (CSC) – Paralegal Studies.

For more information on this major, contact the Division of Engineering, Business and Public Services. 804.706.5121 (Chester Campus, Godwin Hall, G108) or 804.594.1480 (Midlothian Campus, Hamel Hall, H206).