



**ADMINISTRATIVE ASSISTANT
Paralegal Studies Option at SIUC
Degree Program**

Career Curriculum 00BUS0009
Associate in Applied Science
Minimum Hrs. 68
Major Code: 1.2 520402C

FIRST YEAR – FALL SEMESTER

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	___
BUS 116	Keyboarding I ¹	3	___
BUS 135	Office Language Skills	3	___
BUS 236	Records Management	1	___
CIS 207	Computer Applications ²	3	___
MAT 113	Introduction to Contemporary Mathematics OR	3	___
	BUS 111 Business Mathematics	16	___

SECOND YEAR – FALL SEMESTER

Dept. No.		Hrs.	Gr.
ACC 201	Financial Accounting II ²	3	___
BUS 127	Electronic Calculating	1	___
BUS 235	Business Correspondence	3	___
BUS 282	Legal Terminology	3	___
CIS 120	Database Management	3	___
SPE 115	Speech OR	3	___
	SPE 116 Interpersonal Communication	16	___

FIRST YEAR – SPRING SEMESTER

Dept. No.		Hrs.	Gr.
ACC 200	Financial Accounting I ²	3	___
BUS 117	Keyboarding II ¹	3	___
BUS 128	Machine Transcription	3	___
BUS 205	Word Processing	3	___
BUS 222	Legal and Social Environment of Business ³	3	___
CIS 104	Spreadsheet Design	3	___
		18	___

SECOND YEAR – SPRING SEMESTER

Dept. No.		Hrs.	Gr.
BUS 215	Medical Terminology I ³	3	___
BUS 237	Office Procedures	3	___
BUS 283	Legal Document Processing	3	___
ECO 201	Introduction to Macroeconomics OR	3	___
	ECO 202 Introduction to Microeconomics ³		
ENG 101	English Composition I ⁴ OR	3	___
	ENG 113 Professional Technical Writing ⁴		
	Humanities and Fine Arts elective	3	___
		18	___

Fall Only Courses: BUS 127
BUS 282

Spring Only Courses: BUS 283

¹ Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

^{2,3} These courses will transfer into SIUC and satisfy courses required to be taken to complete a Bachelor of Science degree in the Paralegal Studies program at SIUC. These course choices are recommended, but not required, to be taken at John A. Logan College. Be aware that even if these courses are taken and transferred, **additional electives will still need to be taken at SIUC in order to complete the minimum 120 hours** to obtain the Bachelor's degree in Paralegal Studies.

³ May be substituted with any of the following:

SIUC	JALC	SIUC	JALC
ACCT 220	ACC 200 and 201	ECON 241 (Macro)	ECO 201
HCP 105 Medical Terminology	BUS 215	ECON 240 (Micro)	ECO 202
CS 200B or ISAT 229 (Intro to Computer)	CIS 207	SPAN 140A	SPN 101
FIN 280 (Business Law I)	BUS 221	SPAN 140B	SPN 102
FIN 270 (Legal & Social Business Environment)	BUS 222	FRE 123A	FRE 101
		FRE 123B	FRE 102

It is strongly suggested that students complete their foreign-language requirement and BUS 222, the Legal and Social Environment of Business, elective at John A. Logan College. In addition, those students who intend to work in health care should consider including BUS 215, Medical Terminology I, and BUS 216, Medical Terminology II, at John A. Logan College in their course of study.

⁴ Requires a grade of "C" or higher.

The minimum general education component for the Associate in Applied Science degree requires satisfactory completion of at least 15 semester credits of coursework distributed over the disciplines of Communications, Mathematics, Arts and Humanities, Physical and Life Sciences, and Social and Behavioral Sciences. The curriculum guide for each Associate in Applied Science degree program will spell out the course requirements or options available for satisfying the general education component. With appropriate justification and in consultation with your academic advisor, a request to substitute a course for one recommended in this guide may be granted with the appropriate approvals from the Department Chair, Dean for Instruction and Vice-President for Instruction. However, no substitutions are allowed in Groups I-III (General Education Component; GECC) of the curriculum guide (see the Associate in Applied Science general degree requirements worksheet in the John A. Logan College Catalog).

Students planning to transfer and pursue a baccalaureate degree should, when given a choice, enroll in the general education course that is IAI GECC approved and articulated with participating Illinois institutions.

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2011

Additional Information: Students who wish to graduate with a Bachelors degree from the SIUC Paralegal Studies program **must complete a minimum of 120 credit hours**. If students transfer into the SIUC Paralegal Studies program with a two-year AA or AS degree from John A. Logan College, students' CORE curriculum at SIUC will be complete. Students will need to **take 60 credit hours at a four-year institution to complete the required minimum 120 credit hours** for the Bachelor of Science degree. Such students should ask their advisor about the AAS degree Capstone Option for waiving CORE curriculum requirements. In all events, all students transferring into SIUC from John A. Logan College are required to complete at least 60 credit hours at a four-year institution in order to obtain a Bachelor of Science degree from SIUC. Every student planning to attend SIUC's Paralegal Studies program should meet with the student's John A. Logan College advisor at regular semester intervals to assure the student is following an appropriate curriculum. Every student planning to attend SIUC's Paralegal Studies program should meet with an SIUC Paralegal Studies advisor in their final semester at John A. Logan College to confirm the student's smooth transition into the SIUC Paralegal Studies program and to advise what courses to take their first semester at SIUC.

Career Opportunities for Paralegals include, but are not limited to: Paralegals in law offices, government offices and agencies, financial institutions, mortgage brokers, and insurance firms. In addition, Paralegal Studies has an excellent pre-law specialization which prepares students for going on to law school after receiving their Bachelor of Science degree.