

Murray State College
Tishomingo and Ardmore

Business Management- Legal Assistant Option

PROGRAM REQUIREMENTS

	Credit Hours
GENERAL EDUCATION	19-20
EFFECTIVE COMMUNICATION (6 Hours)	
ENG 1113 English Composition I	3
ENG 1213 English Composition II (or)	3
SPC 1113 Fundamentals of Speech	
HISTORY AND POLITICAL AWARENESS (6 Hours)	
HST 1483 US History to 1877 (or)	3
HST 1493 US History since 1877	
GVT 1113 American Federal Government	3
HUMANITIES (1 Hour)	
HUM 1111 Humanities (or)	1
Any course with a HUM prefix (or) Area 4 course in the current College Catalog	
COMPUTER PROFICIENCY (3 Hours)	
CIS 1113 Computer Applications	3
(or displayed proficiency)	
ARTS & SCIENCE (3 Hours)	
BC 2113 Business Communications.....	3
ACADEMIC SUCCESS (IF APPLICABLE)*	
COL 1211 Student Success Strategies	(1)

*All first-time, full-time freshmen students seeking a degree or certificate are required to enroll in Student Success Strategies and the New Student Symposium

PROGRAM CORE REQUIREMENTS	24
ACC 2103 Fundamentals of Financial Accounting	3
BM 1103 Introduction to Business.....	3
BM 1403 Business Math	3
BM 2013 Principles of Management	3
BM 2613 Business Ethics	3
BUS 2763 Professional Development.....	3
CIS 2723 Spreadsheet Applications	3
BM 2513 Business Management Internship I.....	3

TECHNICAL CORE REQUIREMENTS	15
BM 2803 Probate Procedures.....	3
CJ 1433 Intro to Law	3
CJ 1483 Legal Research.....	3
CJ 2323 Criminal Law	3
CJ 2433 Domestic Relations.....	3
Substitutions may be made with prior approval.	

RECOMMENDED OPTION ELECTIVES (Select 3 Hours from the following courses).....	.3
ACC 1113 Introduction to Accounting.....	3
BM 1013 Introduction to Financial Literacy.....	3
BM 1813 Law Office Practice & Procedures.....	3
BM 1863 Trial Prep. & Procedures	3
BM 2543 Prin. of Real Estate.....	3
BM 2823 Bus. Organization & Admin. Law.....	3
BM 2863 Real Property	3
BM 2883 Debtor Rights/Creditor Remedies.....	3
CJ 1113 Intro. To Criminal Justice.....	3
CJ 2443 Criminal Procedures	3
FIN 2633 Personal Finance	3
TOTAL CREDIT HOURS	61-62

MSC TOTAL CREDIT HOURS REQUIRED..... 61-62

SUGGESTED COURSE SEQUENCE

	Credit Hours
FIRST SEMESTER	16
COL 1211 Student Success Strategies	1
BM 1103 Introduction to Business	3
CIS 1113 Computer Applications	3
CJ 1433 Introduction to Law.....	3
ENG 1113 English Composition I	3
Recommended Option Elective	3
SECOND SEMESTER	15
BM 2013 Principles of Management	3
CJ 1483 Legal Research.....	3
CJ 2323 Criminal Law.....	3
ENG 1213 English Composition II (or)	3
SPC 1113 Fundamentals of Speech	
HST 1483 American History to 1877 (or)	3
HST 1493 Amer. History since 1877	
THIRD SEMESTER	16
ACC 2103 Fund of Financial Acct.....	3
BM 1403 Business Math	3
BM 2803 Probate Procedures.....	3
GVT 1113 American Federal Government...3	
Humanities Elective.....	1
BM 2513 Business Mngt. Internship I	3

FOURTH SEMESTER	15
BC 2113 Business Communications	3
BM 2613 Business Ethics.....	3
BUS 2763 Professional Development.....	3
CIS 2723 Spreadsheet Applications	3
CJ 2433 Domestic Relations.....	3

The above list is a suggested course sequence only. Students may, with guidance from their Graduation Advisor, make changes to the course sequence. Students should be aware that changes to the course sequence may require more than four semesters to complete their Associate's Degree.

PROGRAM OVERVIEW

The Business Management- Legal Assistant Option is designed to prepare its graduates to work under the general supervision of an attorney performing tasks traditionally performed by attorneys. Paralegals and legal assistants do a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research, drafting legal documents; and assisting in litigation allowing the supervising attorney to provide quality representation at a lower cost to the client. The Occupational Outlook Handbook (<http://www.bls.org/ooh>) states that the median wage for legal assistants and paralegals with an Associates Degree in 2015 was \$48,810 per year, and jobs in this field are expected to grow as fast as average.

CAREER OPPORTUNITIES
IN BUSINESS
MANAGEMENT – LEGAL
ASSISTANT AND
RELATED OCCUPATIONS

- Legal assistant
- Office manager
- Executive assistant
- Records manager
- Law clerks
- Title examiners
- Claims adjusters

GENERAL COLLEGE PREPARATORY REQUIREMENTS

Students may be required to complete transitional courses in English and/or math prior to being admitted into college level courses. Academic placement is determined either by ACT results or placement exams.