

Murray State College
Degree Check Sheet 2018-2019
Associate of Applied Science Business Management Legal Assistant Option

Required credits for the degree – 61-62 Credit Hours

Name:	Graduation Advisor Signature:
ID:	Date:

General Education Requirements (19-20 Credits)	Credits	Grade	Semester	Notes
English Composition (6 Credits)				
ENG 1113 English Composition I	3			
ENG 1213 English Composition II or SPC 1113 Fundamentals of Speech	3			
History and U.S. Government (6 Credits)				
HST 1483 US History to 1877 (or) HST 1493 US History since 1877	3			
GVT 1113 American Federal Government	3			
Humanities (1 Credit) Courses are to be selected from the Humanities related electives, see listing for acceptable courses in the college catalog.	1			
Arts and Science (3 Credits)				
BC 1113 Business Communication	3			
Computer Proficiency (3 Credits)				
CIS 1113 Computer Applications or displayed proficiency and 3 hrs Additional Course	3			
Student Success (1 Credit) (first semester- first-time Freshman)				
COL 1211 Success Strategies	1			

Program Core and Recommended Electives - (42 Credit Hours Required)							
Program Core Requirements (24 Hrs)	Credits	Grade	Sem	Recommended Option Electives (3 Hrs)	Credits	Grade	Sem
ACC 2103 Fund Financial Accounting	3			ACC 1113 Introduction to Accounting	3		
BM 1103 Introduction to Business	3			BM 2503 Human Resource Management	3		
BM 1403 Business Math	3			BM 1813 Law Office Practice & Procedures	3		
BM 2613 Business Ethics	3			BM 2213 International Business	3		
BM 2013 Principles of Management	3			BM 2543 Principles of Real Estate	3		
BUS 2763 Professional Development	3			BM 2823 Bus Organizaton and Admin Law	3		
BM 2513 Bus Management Intern I	3			BM 2863 Real Property	3		
BM 2723 Spreadsheet Applications	3			CJ 1113 Intro to Criminal Justice	3		
Credit Hours Required	24			CJ 2443 Criminal Procedures	3		
Option Requirements (15 Hours)				ECO 2113 or 2123 Macro or Microeconomics	3		
BM 2803 Probate Procedures	3			FIN 2633 Personal Finance	3		
CJ 1433 Intro to Law	3			Credit Hours Required	3		
CJ 1483 Legal Research	3						
CJ 2323 Criminal Law	3						
CJ 2433 Domestic Relations	3						
Credit Hours Required	15			Substitutions must be approved by Program Chair			

Total Credit Hours Required for the AAS. In Business Management—Legal Assistant Option 61
15 of Last 21 hours in residence at MSC _____
Min. 2.0 GPA _____

MURRAY

STATE COLLEGE

Business Management Legal Assistant Option

Catalog Year 2018-2019

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 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

FALL SEMESTER 1		
COURSE	TITLE	CREDITS
COL 1211/ 1211L	Success Strategies	1
ENG 1113	English Composition I	3
CIS 1113	Computer Applications	3
BM 1103	Intro to Business	3
CJ 1433	Introduction to Law	3
Recommended	Program Elective	3
TOTAL CREDITS		16

SPRING SEMESTER 1		
COURSE	TITLE	CREDITS
BM 2013	Principles of Management	3
ENG 1213	English Composition II	3
HST 1483/1493	US History	3
CJ 1483	Legal Research	3
CJ 2323	Criminal Law	3
TOTAL CREDITS		15

FALL SEMESTER 2		
COURSE	TITLE	CREDITS
BM 1403	Business Math	3
BM 2803	Probate Procedures	3
GVT 1113	American Federal Government	3
Humanities	Elective	1
BM 2143	Bus Mgmt Internship I	3
ACC 2103	Fund Financial Accounting	3
TOTAL CREDITS		16

SPRING SEMESTER 2		
COURSE	TITLE	CREDITS
BC 2113	Business Communications	3
BUS 2763	Professional Development	3
CIS 2723	Spreadsheet Applications	3
BM 2613	Business Ethics	3
CJ 2433	Domestic Relations	3
TOTAL CREDITS		15

This is a suggested course sequence only. Students may, with guidance from an Academic Advisor as well as a Faculty Advisor, make changes to their specific course sequence. The student should be aware that changes may result in more than four semesters to complete their desired Associates Degree.

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.