

LEGAL ASSISTANT - CERTIFICATE OF COMPLETION

NMSU Alamogordo 2026-2027 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	Principles of Accounting I	3
COMM 1115G or COMM 1130G	Introduction to Communication Public Speaking	3
ENGL 1110G	Composition I	4
BCIS 2221	MS Word@II	3
PL S 160	Legal System for the Paralegal	3
PL S 190 or CJUS 1120	Criminal Law for the Paralegal Criminal Law	3
PL S 200	Legal Ethics for the Paralegal	3
PL S 278	Litigation for the Paralegal	3
Total Credits		25