



## OFFICE ADMINISTRATION TECHNOLOGY: LEGAL ASSISTANT OPTION (PARALEGAL)

Delaware Technical & Community College • [www.dtcc.edu/connecteddegree](http://www.dtcc.edu/connecteddegree)



*An opportunity to gain an associate degree from Delaware Tech and a bachelor's degree from Wilmington University.*

### **YOUR PATH TO A BACHELOR'S DEGREE**

Delaware Tech has established agreements with four-year colleges and universities that connect Delaware Tech associate degree programs with bachelor's degree programs to create smooth transfer opportunities for you. These Connected Degree programs enable you to complete your associate degree transfer as a junior.

### **THE CONNECTED DEGREE 2 + 2 CURRICULUM**

Delaware Tech's associate degree program in Office Administration Technology: Legal Assistant Option is designed to provide students with the skills to successfully pursue a career as a legal assistant (paralegal), a profession that is in great demand nationwide. The program offers a combination of specialized legal courses and general education with emphasis on the development of highly marketable skills. A legal internship provides work experience to supplement classroom knowledge and applications.

Wilmington University's baccalaureate degree program in Legal Studies emphasizes the knowledge, skills, and values needed to become a competent and ethical professional working in the legal services industry. It provides sound preparation for students aspiring to further study law or for those wishing to enter the legal field as a paralegal or legal assistant working under the supervision of an attorney. Additionally, students will gain a solid foundation for careers in other areas, including government, human resources, and banking.

### **VALUE FOR YOU**

By completing your associate degree at Delaware Tech, you'll receive excellent instruction in small classes at a campus close to home. Delaware Tech's affordable tuition can reduce the overall cost of your college education, making the completion of your bachelor's degree more manageable.

### **MAKING THE CONNECTION**

Refer to the Connected Degree curriculum (on the reverse side of this page) for the sequence of courses needed to complete this program. Call Delaware Tech and let us help you follow the path to your bachelor's degree.



# CONNECTED DEGREE CURRICULUM

## Suggested Course Sequence

ASSOCIATE DEGREE Office Administration Technology: Legal Assistant Option (Paralegal)				CR	BACHELOR'S DEGREE Legal Studies				CR
<u>DELAWARE TECHNICAL &amp; COMMUNITY COLLEGE</u>					<u>WILMINGTON UNIVERSITY</u>				
<b>FIRST SEMESTER (FALL)</b>					<b>FIFTH SEMESTER (FALL)</b>				
ENG 121	Composition		3	Elective	Sociology (300/400 level)			3	
OAT 170	Intro to the Legal System		3	LES 200	Legal Ethics			3	
OAT 121	Keyboarding		4	HIS 204	World History			3	
OAT 175	Estate Admin & Probate		3	MAT 205	History & Principles of Math			3	
ECO 111	Macroeconomics		3	BCS 205	Personal Computer Operations I <b>OR</b>			3	
				BCS 206	Computer Applications for Business				
			<b>16</b>					<b>15</b>	
<b>SECOND SEMESTER (SPRING)</b>					<b>SIXTH SEMESTER (SPRING)</b>				
ENG 122	Technical Writing/Communication <b>OR</b>		3	Elective	Science with lab (300/400 level)			4	
ENG 160	Business Communication								
MAT 150	Business Mathematics		3	HUM 360	Human World Views: 3500 BCE-1650 AD			3	
OAT 122	Keyboarding Applications		4	LES 403	Civil Procedure			3	
PSY 121	General Psychology		3	LES 316	Legal Writing			3	
OAT 172	Law of Simple Contracts		3						
OAT 131	Office Systems & Procedures		3						
			<b>19</b>					<b>13</b>	
<b>THIRD SEMESTER (FALL)</b>					<b>SEVENTH SEMESTER (FALL)</b>				
OAT 151	Access Level I <b>OR</b>		3	HIS 314	Contemporary U.S. History: 1945 to Present			3	
OAT 152	Excel Level I								
ACC 101	Accounting I		4	HUM 361	Human World Views: 1650 AD–Present			3	
OAT 276	Corporations & Commercial Law		3	MAT 308	Inferential Statistics			3	
ENG 124	Oral Communications*		3	PHI 310	Critical Thinking			3	
OAT 271	Real Property Law		3						
OAT 270	Criminal Law		3						
			<b>19</b>					<b>12</b>	
<b>FOURTH SEMESTER (SPRING)</b>					<b>EIGHTH SEMESTER (SPRING)</b>				
OAT 173	Civil Procedure & Tort		3	LES 499	Senior Seminar in Legal Studies			3	
OAT 290	Intern Program		5	GOV 326	Public Policy and Social Issues			3	
OAT 280	Legal Research & Writing		3	HUM 310	Building Brain Power			3	
OAT 285	Law Office Management		3	Elective	Legal Studies elective (300/400 level)			3	
OAT 160	Family Law		3						
			<b>17</b>					<b>12</b>	

- Course offerings by semester may vary. Student must contact their advisor.
- RDG 120, Critical Reading and Thinking, will be a required DTCC course unless the student is exempt.
- Courses remaining to be taken at WU are based on DTCC course selections at the associate degree level.
- In this connected degree program, upper level credits in residence are waived to 39.
- \*Students should take this course for Wilmington University transfer.

For more information, contact:

**Delaware Tech**

**Dover:** 302-857-1772  
**Georgetown:** 302-855-1677

**Wilmington University**

**New Castle:** 302-356-6836

This articulation agreement is subject to change based on Delaware Tech and senior institution curriculum.

**01/28/08**