

# PARALEGAL STUDIES



Pathway: Business & Civic Engagement

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Award Title	Academic Plan	Award Type	GE Units	Required Course Units	Major Elective Units	Major Units
Paralegal Studies	T031262C	A.A.	21*	39	3	42
Paralegal Studies	T031182D	C		39	3	42

At least 60 degree applicable units are required to earn an Associate degree.

\*GE Units requirements may be fulfilled by completing any General Education Pattern; please consult with a counselor for more details.

These programs are Financial Aid Eligible.

## PROGRAM OVERVIEW

The Paralegal Studies program at LATTC will prepare students for employment as paralegals or legal assistants in both the private and public sectors. Students who complete the program will be able to work with lawyers in law offices, corporations, governmental agencies or other entities. Upon completion of the program students will be able to prepare cases for court, calendar, draft various legal documents, fill out Judicial Council Forms, interview clients, brief cases and conduct traditional and computer assisted legal research using Lexis Nexis and/or West Law. The program will also provide hands on experience through internships within private law firms, government agencies, courts and legal aid clinics.

The graduate possessing the Certificate of Achievement or the AA Degree will be able to work closely with attorneys and be responsible for researching, analyzing, and managing tasks associated with legal cases. The Paralegal Studies program at LATTC is driven by its business relationships and partnerships with practicing lawyers, paralegals from the public and private sectors, legal clinics, paralegal consortium's and other community colleges' paralegal faculty members. The mission of the program is to provide an environment of excellence in knowledge and the latest practices of the legal field.

## PROGRAM LEARNING OUTCOMES (PLOs)

Upon completion of the **Degree/Certificate** program, students are able to:

- Understand the legal system, both civil and criminal, and how to navigate the levels of the system.
- Understand how to identify and analyze relevant laws and previous judiciary decisions in common legal areas such as contracts, family and torts.
- Demonstrate proficiency in legal research and writing as well as proficient understanding of various legislative and court documents.

## PARALEGAL STUDIES

### Associate in Arts Degree

Major Units: 42

Requirements for the Associate in Arts degree in Paralegal Studies may be met by completing 39 units of Required Courses and 3 unit of Major Electives with a "C" or better along with General Education units. Information on the General Education unit requirements may be found in the catalog under Graduation Requirements.

To register: <http://www.lattc.edu/student-guides/new-student-guide>

For additional information consult a LATTC college counselor.

NOTE: Students seeking the Certificate of Achievement may choose either Paralegal 4 or Paralegal 14. Students seeking the Associate of Arts must satisfy Paralegal 4. Certificate is awarded to students who already possess an Associate's degree in Paralegal Studies or higher.

## REQUIRED COURSES

SEMESTER I	UNITS
CAOT 084 Microcomputer Office Applications: Word Processing	3
COMM 101 Public Speaking	3
PALEGAL 010 Introduction to Law and Legal Profession	3
LIB SCI 101 Library Research Methods	1

SEMESTER II	UNITS
*BUS 005 Business Law I	3
-or- BUS 006 Business Law II (3)	
PALEGAL 011 Introduction to Civil Litigation II	3
PALEGAL 012 Tort Law	3
PALEGAL 019 Property and Creditor Rights	3

SEMESTER III	UNITS
PALEGAL 017 Legal Writing	3
CAOT 093 Legal Document Production	2
*PALEGAL 016 Civil and Criminal Evidence	3
-or- Law 038 Criminal Law & Procedure (3)	

SEMESTER IV	UNITS
ENGLISH 103 Composition and Critical Thinking	3
PALEGAL 004 Legal Internship	3
PALEGAL 051 Legal Research	3

ELECTIVES	UNITS
*PALEGAL 016 Civil and Criminal Evidence	3
-or- Law 038 Criminal Law & Procedure (3)	
*BUS 005 Business Law I	3
-or- BUS 006 Business Law II (3)	
PALEGAL 014 Law Office Management and Procedures	3
PALEGAL 003 Civil Rights and the Law	3
PALEGAL 013 Wills, Trusts and Probate Administration	3
LAW 018 Marriage and Family Law	3

\* Where one or the other course has been previously credited, the other course can serve as elective.

## PARALEGAL STUDIES

### Certificate of Achievement

Major Units: 42

A Certificate of Achievement in Paralegal Studies may be earned by completing 39 units of Required Courses and 3 units of Major Electives listed under the Associate degree in Paralegal Studies with a "C" or better in each course.

NOTE: Students seeking the Certificate of Achievement may choose either Paralegal 4 or Paralegal 14. Students seeking the Associate of Arts must satisfy Paralegal 4. Certificate is awarded to students who already possess an Associate's degree in Paralegal Studies or higher.

## USEFUL LATTC LINKS:

College Catalog, Class Schedule & more: <http://www.lattc.edu/academics>

Financial Aid Office: <http://www.lattc.edu/services/financial-aid>

Counseling Services & Support: <http://www.lattc.edu/services/support>

Business & Civic Engagement Pathway: <http://www.lattc.edu/academics/pathways/bce>