

CERTIFICATE OF ACHIEVEMENT IN PARALEGAL STUDIES

WHAT ARE THE COURSE REQUIREMENTS FOR THE PARALEGAL PROGRAM AT LOS ANGELES CITY COLLEGE?

In order to be eligible for the Certificate of Achievement in Paralegal Studies, a student must currently hold an A.A. degree, A.S. degree, or higher, from a college or university that is regionally accredited.

The Certificate of Achievement in Paralegal Studies consists of classes totaling 46 semester units:

1. A minimum of 43 semester units of required classes, 18 of which are designated as “legal specialty - required courses.” A legal specialty course is a course that (1) covers substantive law or legal procedures or process, (2) has been developed for paralegals, and (3) emphasizes practical paralegal skills.
2. A minimum of 3 semester units of English 101 or its equivalent.

The following is a list of the 46 semester units of required classes. The courses are arranged in a suggested, not mandatory, course sequence.:

FIRST SEMESTER

English 101, College Reading and Composition

3 semester unit (Required) Offered every semester.

CAOT 84, Word Processing, Keyboarding and Operations

3 semester units (Required) Offered every semester.

Communication Studies 101, Oral Communication I

3 semester units (Required) Offered every semester.

Law 10, Introduction to Legal Assistant I

3 semester units (Legal Specialty - Required) Offered every semester.

Corequisite: English 101

SECOND SEMESTER

Law 1, Business Law I

3 semester units (Required) Offered every semester.

Law 14, Law Office Management
3 semester units (Required) Offered every semester.

Law 19, Property and Creditor's Rights
3 semester units (Required) Offered during the Spring Semester.

Library Science 101, Library Research Methods
1 semester unit (Required) Offered every semester.

THIRD SEMESTER

Law 2, Business Law II
3 semester units (Required) Offered every semester.

Law 11, Introduction to Legal Assistant II
3 semester units (Legal Specialty - Required) Offered during the Fall Semester.
Prerequisites: Law 10

Law 12, Tort Law and Claims Investigation
3 semester units (Legal Specialty - Required) Offered during the Fall Semester.
Prerequisites: Law 10

Paralegal Elective, 3 semester units (Elective) (See electives list below)

FOURTH SEMESTER

Law 4, Directed Field Work in Legal Assisting
3 semester units (Legal Specialty - Required) Offered during the Spring Semester.
Prerequisites: Law 10

Law 17, Legal Writing
3 semester units (Legal Specialty - Required) Offered during the Spring Semester.
Prerequisites: Law 10 and English 101

Law 51, Legal Research for Paralegals
3 semester units (Legal Specialty - Required) Offered during the Spring Semester.
Prerequisites: Law 10

Paralegal Elective, 3 semester units (Elective) (See electives list below)

ELECTIVES (You need two electives.)

- Law 3, Civil Rights and the Law** (Elective) Offered every semester.
- Law 7, Street Law** (Elective) Offered during the Fall Semester.
- Law 13, Wills, Trusts, and Probate Admin.** (Elective) Offered occasionally.
- Law 18, Marriage and Family Law** (Elective) Offered during the Spring Semester.
- Law 33, Law and the Media** (Elective) Offered during the Fall Semester.
- Law 35, Immigration Law for Paralegals** (Elective) Offered during the Fall Semester.
- Law 37, Bankruptcy Law** (Elective) Offered occasionally.
- Law 38, Criminal Law and Procedure** (Elective) Offered occasionally.

All course work must be completed with a grade of “C” or higher.

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