



Paralegal Studies Associate of Arts Career Program

The Paralegal Studies program is offered by the Law Department to students who are interested in a career as an employee in a law office or courthouse to assist in the performance of legal services in civil and criminal matters. The Paralegal Studies program is also valuable to persons seeking employment in fields such as real estate, insurance, banking, or brokerage. The great need for legal services in our society, plus the shortage of lawyers to fill this need, has created a demand in the legal profession for qualified assistants, such as we find in the medical and dental fields.

According to California Business and Professions Code section 6450, "Paralegal" means a person who holds himself or herself out to be a paralegal, who is qualified by education, training, or work experience, who either contracts with or is employed by an attorney, law firm, corporation, governmental agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Bar of California, or an attorney practicing law in the federal courts of this state, that has been specifically delegated by the attorney to him or her. Paralegals may not provide legal services directly to the public, except as permitted by law. According to the latest statistics from the Bureau of Labor Statistics, the job outlook for the field of Paralegals and legal assistants are projected to grow faster than the average for all occupations through 2012. Some employment growth stems from law firms and other employers with legal staffs increasingly hiring paralegals to lower the cost and increase the availability and efficiency of legal services. The majority of job openings for Paralegals in the future will be new jobs created by employment growth, but additional job openings will arise as people leave the occupation. Despite projections of fast employment growth, competition for jobs should continue as many people seek to go into this profession; however, highly skilled, formally trained Paralegals have excellent employment potential. While the program cannot guarantee employment, every effort is made to assist students in finding law related positions.

All students in the Law/Paralegal program are welcome to join the on-campus Law Society. Los Angeles City College is a member of the American Association for Paralegal Education (AAfPE). All Paralegal students are encouraged to be active in the local chapter of the AAfPE.

The A.A. Degree consists of 18 units in General Education and 42 units in the Paralegal Studies program major, for a total of 60 - 64 units. Students considering transferring law / paralegal credits from another college should meet with the chair of the law department.

ALL prerequisite courses must be taken in sequential order. In addition to Major requirements, the student must satisfy ALL the requirements of Plan "B" for completion of an Associate of Arts Degree. All courses must be completed with a "C" or better. Plan "B" is not a program designed for transfer to a four-year college. For assistance in completing the Plan "B" requirements, please meet with a Counselor in the Counseling Office, see the college catalog; or go online at www.lacitycollege.edu and click on the Class Schedule and Catalog link. This will give you more information regarding class requirements, class descriptions, and necessary units.

The Paralegal Program at Los Angeles City College may accept general education courses and non-paralegal specific courses as transferable credits that have earned a grade of "C" or better. The student must complete all Paralegal specific core classes (**7 courses minimum**) at Los Angeles City College. The transferred credits must have been earned at a fully accredited institution. All acceptable transferred credits will count toward the student's grade point average (GPA) for graduation. The student must meet all applicable graduation requirements existing at the time of enrollment into the Paralegal Program.

In order to earn a Certificate in Paralegal Studies, the student must take the necessary Paralegal courses (42 units) as outlined below (with a grade of "C" or better) and already have earned one of the following: Bachelor or higher degree from an accredited educational institution or have previously earned an A.A. degree and completed the General Education requirements outlined for our Paralegal Studies program (see Plan "B" requirements below).

Paralegal Course Sequence

<u>First Semester</u>	
CAOT 84 Word Processing	3 units
English 101 College Reading and Composition I	3 units
Law 10 Introduction to Legal Assistant I	3 units
Library Science 101 Library Research Methods	1 unit

<u>Second Semester</u>	
Law 1 Business Law I	3 units
Law 51 Legal Research for Paralegals	3 units
Law 11 Introduction to Legal Assistant II	3 units
Law 12 Tort Law and Claims Investigation	3 units

<u>Third Semester</u>	
Law 2 Business Law II	3 units
Law 17 Legal Writing	3 units
CAOT 93 Legal Document Production	2 units
Paralegal Elective (Please see Paralegal Electives)	3 units

<u>Fourth Semester</u>	
Law 4 Directed Field Work in Legal Assisting	3 units
Law 19 Real Property	3 units
Paralegal Elective (Please see Paralegal Electives)	3 units

* The student must complete all Paralegal specific core classes (**7 courses minimum**) at Los Angeles City College.

Paralegal Electives	
Law 3 Civil Rights and the Law	3 units
Law 13 Wills, Trusts, and Probate Administration	3 units
Law 18 Marriage and Family Law	3 units
Law 33 Law and the Media	3 units
Law 35 Immigration Law for Paralegals	3 units
Law 37 Bankruptcy Law	3 units
Law 38 Criminal Law	3 units