

## ASSOCIATE OF ARTS DEGREE IN PARALEGAL STUDIES

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

The Associates in Arts Degree in Paralegal Studies consists of classes totaling 64 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 21 semester units of General Education (Plan B).

#### Competency Requirement:

Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.

#### A. Reading and Written Expression

1. Competence in Reading and Written Expression shall be demonstrated by achieving a grade of “C” or better in **English 101** or its equivalent at another college.

#### B. Mathematics

1. Competence in Mathematics shall be demonstrated by achieving a grade of “C” or better in **Math 125** or **Math 124A** and **Math 124B** or higher or its equivalent at another college.

A student who has earned an A.A. degree or higher from an accredited post-secondary institution, must have their transcripts evaluated to determine if some or all of their general education course work meets the requirements for an A.A. Degree in Paralegal Studies at Los Angeles City College.

The following is a list of the 43 semester units of required classes. The courses are arranged in a suggested, not mandatory, course sequence.:

#### **FIRST 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

**Library Science 101, Library Research Methods**

1 semester unit (Required) Offered every semester.

**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.

**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.

The paralegal student must select and successfully complete a minimum of twenty-one (21) semester units in General Education (Plan B) in each of the following areas: see attached.

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

**Revised June 29, 2020**

LOS ANGELES CITY COLLEGE GENERAL EDUCATION PATTERN FOR ASSOCIATE DEGREE 2019–2020 (Effective Fall 2019)					
N = NEED		IP = IN PROGRESS		C = COMPLETED	
N	IP			C	
<b>A. NATURAL SCIENCES</b>				Complete 1 course from below	
				3 UNITS	
Anatomy 1	Earth Science 1	Oceanography 1			
Anthropology 101	Environmental Science 1	Physical Science 10			
Astronomy 1, 5, 11	Family & Consumer Studies 21	Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103			
Biology 3, 6, 7, 25, 46	Geography 1, 15	Physiology 1			
Chemistry 60, 65, 101, 102, 211, 212, 221	Geology 1, 2, 6	Psychology 2			
	Microbiology 1, 20				
<b>B. SOCIAL AND BEHAVIORAL SCIENCES</b>				(TOTAL 6 UNITS FROM B1 and B2)	
<b>1. American Institutions</b>				Complete 1 course from below	
				3 UNITS	
African American Studies 4, 5, 7	History 11, 12, 13, 81, 82	Political Science 1, 19			
Chicano Studies 7, 8					
<b>2. Social and Behavioral Sciences</b>				Complete 1 course from below	
				3 UNITS	
Anthropology 102, 103, 121, 151	Economics 1, 2	Law 3, 7			
Business 1	Family & Consumer Studies 31	Linguistics 2, 3			
Chicano Studies 7, 8, 44	Geography 2	Political Science 2, 5, 7, 14, 19			
Child Development 1, 11, 42	History 1, 2, 3, 4, 59, 73, 86, 87	Psychology 1, 13, 14, 41, 43, 74			
Communications 121, 122	Journalism 105	Sociology 1, 2, 11, 12, 22, 31, 32			
<b>C. HUMANITIES</b>				Complete 1 course from below	
				3 UNITS	
African American Studies 20, 60	Cinema 3, 4, 18, 501 (same as Photo 501)	Japanese 1, 2, 3, 4, 9, 21, 22			
American Sign Language 1, 2, 3, 40	Communication Studies 130	Korean 1, 2, 3, 4, 10, 21, 22			
Arabic 1, 2	Dance Studies 805	Linguistics 1			
Armenian 1, 2, 35, 36	French 1, 2, 3, 4, 10, 21, 22	Music 101, 111, 116, 121, 122, 135, 136, 141, 200			
Art 201, 250, 501	English 102, 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270	Philosophy 1, 14, 20, 30, 32, 40			
Art History 103, 110, 120, 130, 139, 140, 151, 171	Humanities 6, 8, 30, 31, 61	Photography 10, 34, 501 (same as Cinema 501)			
Chicano Studies 44	Italian 1, 2, 10	Russian 1, 2, 3, 4, 10			
Chinese 1, 2, 3, 4, 10, 21, 22		Spanish 1, 2, 3, 4, 5, 6, 9, 10, 11, 15, 21, 22, 35, 36			
		Theater 100, 110, 114, 338, 400			
<b>D. LANGUAGE AND RATIONALITY</b>				(TOTAL 6 UNITS FROM D1 and D2) Complete with a grade of "C" or better	
<b>1. English Composition</b>				Complete 1 course from below	
				3 UNITS	
English 28, 101	E.S.L. 8	Journalism 101			
<b>2. Communication and Analytical Thinking</b>				Complete 1 course from below	
				3 UNITS	
1. Demonstrate math competency using appropriate placement, as approved by the college or LACCD, one level higher than intermediate algebra (e.g., university transferable math courses); or					
2. Submit official transcripts that a math course is equivalent to intermediate algebra or higher and was completed with a grade of "C" or better at a regionally accredited college; submit official external exams with a satisfactory score (e.g., AP, IB, CLEP); or					
3. Complete one of the following LACC math courses with a grade of "C" or better: Mathematics 124A & 124B, 125, 190, 215, 216, 227, 230, 236, 240, 245, 258, 260, 261, 262, 263, 270, 272, 275					
Computer Science 101, 103, 108	English 102, 103	Mathematics 124A, 124B, 125, 190, 215, 216, 227, 230, 236, 240, 245, 258, 260, 261, 262, 263, 270, 272, 275			
Computer Technology 1	Philosophy 5, 6, 8, 9				
Comm Studies 101, 104, 105, 121, 151	Psychology 66, 74				
<b>E. HEALTH AND PHYSICAL EDUCATION</b>				Must include 1 unit of P.E. Activity* (Health 2 includes a P.E. Activity)	
				3 UNITS	
<i>*Exemption from the P.E. requirement is allowed for illness or physical disability by filing a physician's statement at the Admissions &amp; Records Office. The entire area is waived for Veterans with a DD214 - honorable discharge.</i>					
<b>1. Health Education: (classroom)</b>		<b>2. Physical Education Activity: (non-classroom)</b>			
Health 2, 8, 11, 12, 101 KIN Major 117		Dance Studies, Dance Techniques, Dance Specialties			
Family & Consumer Studies 21		Kinesiology (Formerly P.E.)			
<b>MAJOR:</b>					
<b>LACC ASSOCIATE DEGREE GRADUATION REQUIREMENTS</b>					
1. Minimum of 60 degree applicable units with a cumulative grade point average of 2.0 or better (12 units must be completed at LACC).					
2. All required courses for the major, as approved by Curriculum, must be completed with grade of "C" or better or "P" if taken on a Pass/Non-Pass basis. Any and all substitutions for major courses must be approved in writing by the appropriate academic department chair or designee (Articulation Officer).					
3. Completion of all G.E. Requirements for the Associate Degree listed above (Note a course listed in more than one subject area may only be applied once). Competency requirement for English and Math courses must be completed with a grade of "C" or better.					
4. Evaluation of transcripts from accredited colleges or test scores (e.g., AP exams) are not approved until official and sealed records are mailed to LACC Admissions Office.					
5. This advisement sheet may be modified or updated from time to time. Please consult with an academic counselor.					