

# PARALEGAL STUDIES – ASSOCIATE IN SCIENCE DEGREE, CERTIFICATE OF ACHIEVEMENT

Top Code:

1402.00

The Paralegal Studies Certificate prepares students to assist attorneys as paralegals (legal assistants) in administrative agencies, corporations, insurance companies, private law firms, government, and other legal environments. Emphasis is on training students in both civil and criminal matters. Some of the services that the paralegal (legal assistant) provides are legal research, development of law office systems, client interviews, drafts pleadings, briefing cases, legal calendaring, preparing discovery for litigated cases, preparing wills and trusts, maintaining corporate records and minutes. This program has been approved by the American Bar Association.

## Paralegal Studies Certificate:

In order to be eligible to receive a Certificate of Achievement in Paralegal Studies, a student must (1) be a graduate of an accredited high school, or have a G.E.D., and (2) successfully complete, with a grade of C or better, a total of 60 units, which includes the 32 units of Paralegal core requirements and 28 units of General Education and Paralegal electives as specified under item #2 and item #3 below.

NOTE: A Paralegal (Legal Assistant) may not engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law.

A Certificate of Achievement is awarded upon completion of all required Paralegal Studies core courses with a grade of C or better.

## Note:

1. Required Paralegal core courses - See list below. (32 units)
  - Those students enrolling in the Paralegal Studies program who have earned at least an associate of arts or science degree from an accredited postsecondary institution, recognized by PCC, need to complete only the Paralegal Studies core courses listed under #1 above. The remaining course requirements under item #2 and #3 below have been satisfied by their degree award and are not required.
  - If the earned associate degree is an associate of applied science or equivalent occupational or vocational degree, please see a counselor to verify that the GE course requirements under item #2 and #3 have been satisfied.
2. 18 units of General Education course work consisting of:
  - a. English composition – ENGL 001A/ENGL 001AH
  - b. Courses from at least three of the following disciplines: social sciences, natural sciences, mathematics, humanities, foreign language, and English.

c. Courses may be selected from the student's choice of GE pattern: CSU GE, IGETC, or PCC Local GE.

d. The following GE courses are not accepted, per ABA GE guidelines: BUS 014A, BUS 014B, CS 006, and CIS 062.

**Note:** Courses taken to complete the 18 units required for item #2 may not be used to satisfy any of the elective General Education course selections listed under #3 below.

**It is strongly recommended that students complete the General Education course requirements prior to taking the legal specialty courses under item #1.**

3. 10 elective units, chosen from the following two areas of elective courses (any combination of General Education or Paralegal Studies Elective courses are permitted):

- a. If student is pursuing an Associate of Science Degree, it is recommended to choose the 10 elective units from their selected GE pattern: CSU GE, IGETC, or PCC Local GE.
- b. If student is pursuing the Certificate ONLY, it is recommended to choose the 10 elective units from the list of Paralegal Studies Elective courses below:

### Paralegal Studies Elective courses:

BUS 012B BUSINESS LAW TRANSACTIONS & ORGANIZATIONS (3 units)  
 PLGL 136 PROPERTY LAW, BANKRUPTCY AND CREDITORS' RIGHTS (3 units)  
 PLGL 140 FAMILY LAW AND DISSOLUTION PROCEDURES (3 units)  
 PLGL 143 WORKERS' COMPENSATION LAW (3 units)  
 PLGL 147 INTRODUCTION TO E-DISCOVERY (2 units)  
 PLGL 148 IMMIGRATION LAW (3 units)

4. To earn an Associate of Science Degree, the remaining associate degree requirements must be completed for the chosen GE pattern.

## Program Outcomes

- Demonstrate paralegal skills and completion of paralegal tasks including case management and an understanding of the client relationship.
- Exemplify the oral and written communication skills necessary to be a competent paralegal.
- Develop employment-ready skills to secure and maintain work in the legal environment.

## Requirements for the Certificate of Achievement

Code	Title	Units
<b>Semester I</b>		
BUS 012A	BUSINESS LAW	3
PLGL 134	INTRODUCTION TO PARALEGAL STUDIES	3
PLGL 135	WILLS, TRUSTS, PROBATE ADMINISTRATION	3
PLGL 139	TORT LAW AND CLAIMS INVESTIGATION	3
<b>Semester II</b>		
PLGL 137	LEGAL WRITING AND DRAFTING	3

PLGL 138	PARALEGAL STUDIES FIELD PRACTICE	4
PLGL 146	COMPUTER USE FOR THE LAW OFFICE	2
<b>Semester III</b>		
PLGL 141	CIVIL AND CRIMINAL EVIDENCE	3
PLGL 142	LAW OFFICE PROCEDURES AND ETHICS	3
PLGL 145A	LEGAL RESEARCH	3
<b>Semester IV</b>		
PLGL 145B	COMPUTER AIDED LEGAL RESEARCH	1
PLGL 150	PARALEGAL STUDIES: WORKFORCE PREPARATION SEMINAR	1
<b>Total Units</b>		<b>32</b>

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/7e85bdcc-be06-405f-9845-b8b63e49f8c6/programs/e7aaa09d-6c51-d088-449b-8e27d0b5cf35/>) for a suggested sequence of courses.

## General Education Requirements for the Associate in Science Degree

- General Information (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/>)
- PCC Local Gen Ed (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#pcclocaltext>)
- CSU Breadth (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#csubreadthtext>)
- IGETC (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#igetctext>)