

# 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.  
 \*This Associate Degree is eligible for a reduction of General Education requirements from 21 to 18 units; 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://college.lattc.edu/student/new-students/register-now/>

For additional information consult a LATTC college counselor.

## 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 Associates 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: <http://college.lattc.edu/catalog/>  
 Financial Aid Office: <http://college.lattc.edu/financialaid/>  
 Counseling Department: <http://college.lattc.edu/counseling/>  
 General Education Information: <http://college.lattc.edu/catalog>  
 Business & Civic Engagement Pathway: <http://pathways.lattc.edu/catalog-programs/bce/>