

# PARALEGAL (CERT)

## CERTIFICATE OF ACHIEVEMENT

The Paralegal Certificate of Achievement from our American Bar Association [ABA] approved Paralegal Program is designed to provide the necessities for the graduate to enter the workforce as a paralegal. Employment opportunities for paralegals include: private law practice; governmental agencies such as courts; the private sector in businesses such as title or other insurance companies, in-house patent division with larger corporations, or other businesses with staff attorneys; and in the community service field such as with legal clinics and self-help centers.

## Program Student Learning Outcomes

- Students demonstrate skills at the end of the program to secure employment in a paralegal position.
- Students develop competency in completing California court forms.
- Students develop competency in preparing pleadings, discovery documents, trial and related briefs, and trial notebooks.
- Students develop competency in the utilization of legal software.
- Students distinguish and analyze Substantive law.
- Students perform legal analysis.

## Program Requirements

Code Number	Course Title	Units
<b>Section A - Paralegal Core Requirements</b>		
LAW 56	Introduction to Computerized Legal Software <sup>1</sup>	3.0
LAW 100	Introduction to California Civil Procedures <sup>1</sup>	3.0
LAW 101	Introduction To Law	3.0
LAW 102	Advanced California Civil Procedures <sup>1</sup>	3.0
LAW 103	Legal Research <sup>1</sup>	3.0
LAW 111	Business Law	3.0
LAW 120	Legal Ethics <sup>1</sup>	3.0
LAW 290	Capstone Course-Paralegal Program <sup>1</sup>	1.0
Total Requirements for Section A:		22
<b>Section B</b>		<b>6.0</b>
Must complete 6 additional units from the list below which must be courses marked with an <sup>1</sup>		
Students are entitled and encouraged to take additional elective courses in addition to the minimum required.		
LAW 52	Law Office Management (3)	
LAW 57	Legal Document Production (3)	
LAW 65	Advanced Legal Technology (3) <sup>1</sup>	
LAW 104	Advanced Legal Research (3) <sup>1</sup>	
LAW 105	Introduction to Federal and California Employment and Labor Law (3) <sup>1</sup>	
LAW 106	Bankruptcy Law (3) <sup>1</sup>	
LAW 107	Probate Procedures (3) <sup>1</sup>	
LAW 108	Family Law Procedures (3) <sup>1</sup>	
LAW 109	Torts and Personal Injury (3) <sup>1</sup>	
LAW 110	Business Law (3)	
LAW 112	Estate Planning for the Paralegal (3) <sup>1</sup>	
LAW 113	Fundamentals of Alternate Dispute Resolutions (3) <sup>1</sup>	

LAW 114	Law on the Internet (3)
LAW 115	Elder Law (3) <sup>1</sup>
LAW 116	Criminal Law (3) <sup>1</sup>
LAW 119	Legal Aspects of Mass Communications (1)
LAW 150	Intellectual Property Law (3) <sup>1</sup>
LAW 160	California Workers' Compensation Law (3) <sup>1</sup>
LAW 171	Legal Work Experience (1) <sup>1</sup>
LAW 172	Legal Work Experience (2) <sup>1</sup>
LAW 173	Legal Work Experience (3) <sup>1</sup>
LAW 174	Legal Work Experience (4) <sup>1</sup>
LAW 220	Landlord and Tenant Law (3) <sup>1</sup>
LAW 230	Corporate Law (3) <sup>1</sup>
LAW 260	Immigration Law (3) <sup>1</sup>
<b>Total Units</b>	<b>28</b>

<sup>1</sup> Legal Specialty courses

## Certificate Candidates

Must complete a total of 22 units of Core Requirements (Section "A") and 6 units of Legal Specialty courses designated by (<sup>1</sup>) in Section "B" for a total of 28 units. A student may earn a Paralegal Certificate of Achievement if the student has already completed an AA degree or BA degree from an accredited college or university. Official transcripts must be provided to admissions with proof of degree posted. Degrees earned from international colleges or universities must be evaluated by a Cerritos College-approved international evaluation service. At least 22 units must be taken at Cerritos College. Up to 6 units may be transferred from another American Bar Association approved Paralegal Program, provided the units correspond with the course description of the course seeking to be substituted and a Course Substitution Form is approved. Students must consult with the Counseling Department prior to entering the Certificate Program to verify eligibility. All Law courses that were taken prior to the completion of the student's requisite A.A. or higher Degree will not be counted as part of the certificate units. No paralegal course may be taken as "Credit by Exam."

This program is approved by the American Bar Association (ABA)

**Department Recommendation:** It is strongly recommended that all graduates who wish to be assisted with job placement through the Law Department complete LAW 171 Legal Work Experience-LAW 174 Legal Work Experience Legal Occupational Work.

**Notes:** 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, government agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Board of California. A paralegal shall not provide legal advice or engage in conduct that constitutes the unauthorized practice of law (Business & Professional Code Section 6450). The Legal Minor does not prepare students for a career as a Paralegal and is not approved by the American Bar Association.