



# Cerritos College

## **BUSINESS LEGAL PROGRAM - PARALEGAL ASSOCIATE IN ARTS DEGREE**

### **Program of Study**

<b>SECTION A - LEGAL SPECIALTY CORE REQUIREMENTS:</b>		<b>UNITS</b>
LAW 56	Introduction to Computerized Legal Software	3
LAW 100	Introduction to California Civil Procedures	3
LAW 101	Introduction to Law	3
LAW 102	Advanced California Civil Procedures	3
or LAW 113	Fundamentals of Alternate Dispute Resolutions	(3)
LAW 103	Legal Research	3
LAW 111	Business Law	3
LAW 120	Legal Ethics	3
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**PLUS 6 UNITS SELECTED FROM THE COURSES IN SECTION "B" WITH AN ASTERISK**  
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### **PARALEGAL PROGRAM REQUIREMENT:**

LAW 111	Business Law	3
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### **SECTION B**

Must Complete Additional Units for a Total of 33 as are needed for an AA Degree from these Legal Specialty Courses

LAW 52*	Law Office Management	3
LAW 57*	Legal Document Production	3
LAW 65*	Advanced Legal Technology	3
LAW 102*	Advanced California Civil Procedures	3
LAW 104*	Advanced Legal Research	3
LAW 105*	Introduction to Federal and California Employment, Labor, and Workers' Compensation Law	3
LAW 106*	Bankruptcy Law	3
LAW 107*	Probate Procedures	3
LAW 108*	Family Law Procedures	3
LAW 109*	Torts and Personal Injury Law and Procedures	3
LAW 110*	Business Law	3
LAW 112*	Estate Planning for the Paralegal	3
LAW 113*	Fundamentals of Alternate Dispute Resolutions	3
LAW 114*	Law on the Internet	1.5
LAW 115*	Elder Law	3
LAW 116*	Criminal Law	3
LAW 171-174*	Business Paralegal Occupational Work Experience	(1-4)
LAW 220*	Landlord and Tenant Law	3
LAW 230*	Corporate Law	3
LAW 260*	Immigration Law	3
RE 125	Legal Aspects of Real Estate	3

TOTAL REQUIREMENTS MUST BE A MINIMUM OF

33

NOTE: DEPARTMENT RECOMMENDATION: It is strongly recommended that all graduates who wish to be assisted with job placement through the Paralegal Department complete LAW 173 or LAW 174 Work Experience with a letter of recommendation from their employer and complete CG 210, Job Search Strategies.

General education requirements must also be completed to achieve a minimum of 60 units for an AA Degree in Paralegal. General Education courses must meet the American Bar Association Requirements. No course may be taken as "Credit by Exam."

THIS PROGRAM IS APPROVED BY THE AMERICAN BAR ASSOCIATION

## PARALEGAL SPECIALTY REQUIREMENTS

In order to obtain a paralegal specialty, the student must complete the Paralegal AA degree or certificate. Units for the specialty may come from the Paralegal AA degree or certificate requirements from additional courses as outlined below:

### OPTIONAL SPECIALTY

#### COMMERCIAL

LAW 106	Bankruptcy Law	3
LAW 220	Landlord and Tenant Law	3
LAW 230	Corporate Law	3
or LAW 110	Business Law	3

#### PROBATE & ESTATE PLANNING

LAW 107	Probate Procedures	3
LAW 112	Estate Planning for the Paralegal	3
LAW 115	Elder Law	3

#### LITIGATION

LAW 102	Advanced California Civil Procedures	3
LAW 104	Advanced Legal Research	3
LAW 109	Torts and Personal Injury Law and Procedures	3

#### FAMILY LAW

LAW 102	Advanced California Civil Procedures	3
or LAW 113	Fundamentals of Alternate Dispute Resolutions	(3)
LAW 104	Advanced Legal Research	3
LAW 108	Family Law Procedures	3

#### LEGAL TECHNOLOGY

LAW 52	Law Office Management	3
LAW 57	Legal Document Production	3
LAW 65	Advanced Legal Technology	3

#### CRIMINAL LAW

LAW 116	Criminal Law	3
LAW 104	Advanced Legal Research	3
LAW 102	Advanced California Civil Procedures	3
or LAW 113	Fundamentals of Alternate Dispute Resolutions	3

#### BUSINESS LAW

LAW 110	Business Law	3
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# BUSINESS LEGAL PROGRAM - PARALEGAL

LAW 111	Business Law	3
LAW 113	Fundamentals of Alternate dispute Resolutions	3

## **PARALEGAL CERTIFICATE:**

A student may earn a Paralegal Certificate if the student has already completed an AA degree or BA degree prior to taking any courses applied to the Paralegal Certificate. Students must complete a total of 27 units. These units must include LAW 56, LAW 100, LAW 101, LAW 103, LAW 111, LAW 120, and the students may choose either LAW 102, or LAW 113. Any additional units needed to complete the 27 unit requirement may be taken from Section B. All 27 units must be taken at Cerritos College.

Students must consult with the Law or Counseling Department prior to entering the certificate program. Any Law courses which were taken prior to the completion of the student's requisite AA degree will not be counted as part of the certificate units.

**CAREER OPPORTUNITIES:** Escrow Secretary (203.382-022), File Clerk (206.362-010), Insurance Clerk (219.387-014), Legal Assistant (119.267-022), Paralegal (119.267-026), Legal Secretary (201.362-010).