

# LAW (Paralegal) Department Program Requirements

## CERTIFICATE OF ACHIEVEMENT (Paralegal Certificate) [Must already have A.A. or higher degree]

**Section A – Paralegal Core Requirements for Paralegal Certificate Candidates:** **Units**

LAW	56*	Introduction to Computerized Legal Software	3.0
LAW	100*	Introduction to California Civil Procedure	3.0
LAW	101	Introduction to Law	3.0
LAW	102*	Advanced California Civil Procedure (Prerequisite: LAW100)	3.0
LAW	103*	Legal Research	3.0
LAW	111	Business Law	3.0
LAW	120*	Legal Ethics	3.0
LAW	290*	Capstone Course – Paralegal Program	1.0

Total Requirements for Section A: 22.0

**Section B – Elective Courses for Paralegal Certificate Candidates:** 6.0 units required from the elective courses listed below marked with an asterisk (\*). Students are entitled and encouraged to take additional elective courses in addition to the minimum required.

			<b><u>Units</u></b>
LAW	52	Law Office Management	3.0
LAW	57	Legal Document Production	3.0
LAW	65*	Advanced Legal Technology	3.0
LAW	104*	Advanced Legal Research (Prerequisite: LAW103)	3.0
LAW	105*	Introduction to Federal & California Employment and Labor Law	3.0
LAW	106*	Bankruptcy Law	3.0
LAW	107*	Probate Procedures	3.0
LAW	108*	Family Law Procedures	3.0
LAW	109*	Torts & Personal Injury Law and Procedures	3.0
LAW	110	Business Law	3.0
LAW	112*	Estate Planning for the Paralegal	3.0
LAW	113*	Fundamentals of Alternate Dispute Resolutions	3.0
LAW	114	Law on the Internet	3.0
LAW	115*	Elder Law	3.0
LAW	116*	Criminal Law	3.0
LAW	119	Legal Aspects of Mass Communications	1.0
LAW	150*	Intellectual Property	3.0
LAW	160*	California Workers' Compensation Law	3.0
LAW	171-174*	Legal Occupational Work Experience	1.0-4.0
LAW	220*	Landlord & Tenant Law	3.0
LAW	230*	Corporate Law	3.0
LAW	260*	Immigration Law	3.0

Total Requirements for Section B: 6.0

\* Denotes legal specialty courses.

**Note:** The ABA requires a minimum of 18 units of legal specialty courses for Certificate candidates. Please see next page for more information.

**Certificate Candidates:** A student may earn a Paralegal Certificate if the student has already completed an A.A. Degree or B.A. Degree prior to taking any courses applied to the Paralegal Certificate. Students must complete a total of **22.0** units of Core Requirements and 6.0 units of Elective Courses designated by an \* in Section “B,” for a total of **28.0** units. Up to six units may be transferred into our Program, as long as (i) the units you want to transfer into Cerritos were obtained from another ABA approved program with a grade of pass or “C” or higher; and (ii) the transferring class is comparable to the Cerritos College Paralegal class. Students must consult with the Counseling Department prior to entering the Certificate Program to verify eligibility. Any Law courses which were taken prior to completion of the student’s requisite A.A. Degree will not count as part of the certificate units. No course may be taken as “Credit by Exam.”

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