

ASSOCIATE OF ARTS DEGREE IN PARALEGAL STUDIES

WHAT ARE THE COURSE REQUIREMENTS FOR THE PARALEGAL PROGRAM AT LOS ANGELES CITY COLLEGE?

The Associates in Arts Degree in Paralegal Studies consists of classes totaling 64 semester units:

1. A minimum of 43 semester units of required classes, 18 of which are designated as “legal specialty - required courses.” A legal specialty course is a course that (1) covers substantive law or legal procedures or process, (2) has been developed for paralegals, and (3) emphasizes practical paralegal skills.
2. A minimum of 21 semester units set forth in Requirements for LACCD General Education.

Courses Meeting the Written Expression, Mathematics, and Ethnic Studies Competencies

Written Expression

English 101, 101Z; E.S.L. 110.

Mathematics

Business 015; Mathematics 125, 134, 167, 215, 216, 227, 227S, 229, 230, 236, 245, 258, 260, 260S, 261, 262, 263, 270, 272, 275; Sociology 125.

Ethnic Studies

African-American Studies 004, 005, 007; Asian-American Studies 001; Chicano Studies 004, 007, 008, 047.

A student who has earned an A.A. degree or higher from an accredited post-secondary institution, must have their transcripts evaluated to determine if some or all of their general education course work meets the requirements for an A.A. Degree in Paralegal Studies at Los Angeles City College.

The following is a list of the 43 semester units of required classes. The courses are arranged in a suggested, not mandatory, course sequence.

FIRST SEMESTER

CAOT 84, Word Processing, Keyboarding and Operations
3 semester units (Required) Offered every semester.

Communication Studies 101, Oral Communication I
3 semester units (Required) Offered every semester.

Law 10, Introduction to Legal Assistant I
3 semester units (Legal Specialty - Required) Offered every semester.
Corequisite: English 101

Library Science 101, Library Research Methods
1 semester unit (Required) Offered every semester.

SECOND SEMESTER

Law 1, Business Law I
3 semester units (Required) Offered every semester.

Law 14, Law Office Management
3 semester units (Required) Offered every semester.

Law 19, Property and Creditor's Rights
3 semester units (Required) Offered during the Spring Semester.

THIRD SEMESTER

Law 2, Business Law II
3 semester units (Required) Offered every semester.

Law 11, Introduction to Legal Assistant II
3 semester units (Legal Specialty - Required) Offered during the Fall Semester.
Prerequisites: Law 10

Law 12, Tort Law and Claims Investigation
3 semester units (Legal Specialty - Required) Offered during the Fall Semester.
Prerequisites: Law 10

Paralegal Elective, 3 semester units (Elective) (See electives list below)

FOURTH SEMESTER

Law 4, Directed Field Work in Legal Assisting

3 semester units (Legal Specialty - Required) Offered during the Spring Semester.

Prerequisites: Law 10

Law 17, Legal Writing

3 semester units (Legal Specialty - Required) Offered during the Spring Semester.

Prerequisites: Law 10 and English 101

Law 51, Legal Research for Paralegals

3 semester units (Legal Specialty - Required) Offered during the Spring Semester.

Prerequisites: Law 10

Paralegal Elective, 3 semester units (Elective) (See electives list below)

ELECTIVES (You need two electives.)

Law 3, Civil Rights and the Law (Elective) Offered every semester.

Law 7, Street Law (Elective) Offered during the Fall Semester.

Law 13, Wills, Trusts, and Probate Admin. (Elective) Offered occasionally.

Law 18, Marriage and Family Law (Elective) Offered during the Spring Semester.

Law 33, Law and the Media (Elective) Offered during the Fall Semester.

Law 35, Immigration Law for Paralegals (Elective) Offered during the Fall Semester.

Law 37, Bankruptcy Law (Elective) Offered occasionally.

Law 38, Criminal Law and Procedure (Elective) Offered occasionally.

The paralegal student must also successfully complete the **Requirements for LACCD General Education** as indicated below.

All course work must be completed with a grade of “C” or higher.

REQUIREMENTS FOR LACCD GENERAL EDUCATION

Requires a minimum of 21 semester units, including:

A. Natural Sciences (Minimum 3 semester units)

Complete one course from the list below. Laboratory courses and courses that include a laboratory are indicated by an asterisk (*).

Anatomy 001; Anthropology 101; Astronomy 001, 005*, 011; Biology 003*, 006*, 007*, 025; Chemistry 058, 058L*, 060*, 065*, 071, 101*, 102*, 211*, 212*, 221*; Earth Science 001; Environmental Science 001; Family and Consumer Studies 021; Geography 001, 015*; Geology 001, 002, 006*, 007*; Microbiology 001*, 020*, 040*; Physical Science 004, 010; Physics 006*, 007*, 011*, 012, 014*, 021*, 022*, 101*, 102*, 103*, 161; Physiology 001; Psychology 002.

B. Social and Behavioral Sciences (Minimum 6 semester units from B1 and B2)

Complete one course listed from each Area B1 and B2. Courses marked with an asterisk (#) also meet the LACCD Ethnic Studies graduation requirement.

B1. American Institutions (complete 1 course)

African-American Studies 004#, 005#, 007#; Asian-American Studies 001#; Chicano Studies 004#, 007#, 008#, 047#; History 011, 012, 081, 082; Political Science 001, 019.

B2. Social and Behavioral Sciences (complete 1 course)

Administration of Justice 001, 002, 067; African-American Studies 004#, 005#, 007#; Anthropology 102, 103, 121, 151; Asian-American Studies 001#; Business 001; Chicano Studies 004#, 007#, 008#, 044, 047#; Child Development 001, 011, 042; Cinema 103; Communication Studies 100, 121, 122, 275, 190; Economics 001, 002; Family & Consumer Studies 031; Geography 002, 007, 014; History 003, 004, 005, 006, 007, 011, 012, 040, 059, 073, 081, 082, 086, 087; Journalism 105; Kinesiology Major 109; Law 003, 007; Linguistics 002, 003; Political Science 001, 002, 005, 007, 014, 019, 060; Psychology 001, 003, 013, 014, 041, 052, 074; Sociology 001, 002, 004, 011, 012, 022, 031, 032.

☐ C. Humanities (Minimum 3 semester units)

Complete one course listed below. Courses marked with a # also meet the LACCD Ethnic Studies graduation requirement.

African-American Studies 004#, 005#, 007#, 020, 060; American Sign Language 001, 002, 003, 040; Animation 118; Armenian 001, 002, 011, 012, 035, 036; Art 201, 250, 501; Art History 103, 110, 120, 130, 139, 140, 151, 171; Asian-American Studies 001#; Chicano Studies 004#, 007#, 008#, 044, 047#; Chinese 001, 002, 003, 004, 010, 021, 022; Cinema 003, 004, 018, 103, 501 (Same as Photo 501); Communication Studies 130; Dance Studies 805; French 001, 002, 003, 004, 007, 010, 021; English 102, 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270; History 003, 004, 005, 006, 007, 011, 012, 040, 059, 073, 081, 082, 086, 087; Humanities 006, 008, 030, 031, 061; Japanese 001, 002, 003, 004, 009, 014, 021, 022; Korean 001, 002, 003, 004, 010, 013, 021, 022, 026; Linguistics 001; Music 101, 111, 116, 121, 122, 135, 136, 141, 200; Philosophy 001, 014, 020, 030, 032, 040; Photography 010, 034, 501 (Same as Cinema 501); Political Science 005; Russian 001, 002, 003, 004, 010; Spanish 001, 002, 003, 004, 006, 009, 010, 011, 015, 021, 022, 035, 036; Theater 100, 110, 114, 338, 400.

D. Language and Rationality (Minimum 6 semester units from D1 and D2)

Complete one course listed each from Area D1 and D2. Courses marked with an asterisk (*) also meet the LACCD Mathematics graduation requirement.

☐ D1. English Composition (complete 1 course)

English 101; English 101Z; E.S.L. 110.

Note: English 101, English 101Z, and E.S.L. 110 meet the Written Expression Competency.

☐ D2. Communication and Analytical Thinking (complete 1 course)

Business 015*; Communication Studies 101, 104, 105, 121, 151; Computer Information Systems 101; Computer Science 101, 103, 111; Computer Technology 001, 002; English 102, 103; Mathematics 125*, 134*, 215*, 216*, 227*, 227S*, 229*, 230*, 236*, 245*, 258*, 260*, 260S*, 261*, 261S, 262*, 263*, 270*, 272*, 275*; Philosophy 005, 006, 008, 009; Psychology 066, 074; Sociology 125*.

E. Health and Physical Education (Minimum 3 semester units from E1 and E2)

Complete one course listed each from Area E1 and E2. (Note: Completion of a course marked with a % meet both the Area E1 and E2 requirements.)

E1. Health Education

Family & Consumer Studies 021; Health 002*, 008, 011, 012, 021, 043, 051, 054, 101; Kinesiology Major 114*, 115*, 116*, 117*, 118, 135*, 175*.

E2. Health 002*

Kinesiology Major 114*, 115*, 116*, 135*, 175*; Physical Education Activity: Activity-only courses in Dance Studies, Dance Techniques, Dance Specialties, Kinesiology Athletics, Kinesiology (Formerly Physical Education).

- a. Exemption from the Physical Education requirement is allowed for illness or physical disability by filing a physician's statement at the Admissions Office.
- b. The entire area is waived for Veterans with a DD214 - Honorable Discharge.
- c. Degrees with high units may be exempt from E1 and/or E2. See a counselor for more information.
- d. Nursing degree students are exempt from both E1 and E2.

Revised September 12, 2023