

THE PARALEGAL PROGRAM AT LOS ANGELES CITY COLLEGE

PROGRAM OBJECTIVES

The goal of the Paralegal Program at Los Angeles City College is to teach paralegal students substantive and procedural law with the objective of preparing them to complete any paralegal assignment in a competent, professional, and ethical manner.

1. To provide the student with an overview of the paralegal profession that includes typical paralegal tasks, places of legal employment, areas of law, and ethical responsibility.
2. To provide the student with an understanding of the court system and the rules of civil procedure.
3. To develop the student's legal writing skills by exercising the student's critical thinking skills and analytic skills.
4. To give the student an understanding of legal research and to develop the student's ability to locate answers to legal questions.
5. To develop the student's ability to prepare legal documents that are more than adequate, accurate, and professional.
6. To ensure that students have up-to-date skills in technology, including the use of computers for data and word processing, and legal research
7. Through practical application, to improve the student's ability to work cooperatively with others; develop the student's leadership skills and the ability to assume responsibility; and to improve the student's ability to follow directions.
8. To maintain good communications with private and public legal services providers to ensure that the paralegal program stays abreast of changes in the legal field in order to provide meaningful and current paralegal training to our students.
9. To maintain good relations with national, state, and local bars and paralegal associations and to work collaboratively with these groups to improve and increase the utilization of paralegal services.