

Program:	Paralegal Studies - Certificate of Achievement
Meta-major:	Social & Behavioral Sciences



Fall Year 1	Spring Year 1	Fall Year 2	Spring Year 2
ENGLISH 101 COLLEGE READING AND COMPOSITION I <i>Prerequisite: ENGLISH 028 or ESL 008 or Placement by multiple measures; Advisory: ENGLISH 108</i> 3 units	LAW 001 BUSINESS LAW I 3 units	LAW 002 BUSINESS LAW II 3 units	LAW 004 DIRECTED FIELD WORK IN LEGAL ASSISTING <i>Prerequisite: LAW 010</i> 3 units
LAW 010 INTRODUCTION TO LEGAL ASSISTANT I <i>Corequisite: ENGLISH 101</i> 3 units	LAW 011 INTRODUCTION TO LEGAL ASSISTANT II <i>Prerequisites: LAW 010, ENGLISH 101</i> 3 units	LAW 012 TORT LAW AND CLAIMS INVESTIGATION <i>Prerequisites: LAW 010, ENGLISH 101</i> 3 units	LAW 019 PROPERTY AND CREDITOR RIGHTS 3 units
COMM 101 PUBLIC SPEAKING <i>(Advisory: ENGLISH 101)</i> or COMM 104 ARGUMENTATION AND DEBATE <i>(Prerequisite: ENGLISH 101)</i> or COMM 121 INTERPERSONAL COMMUNICATION or COMM 122 INTERCULTURAL COMMUNICATION <i>(Advisories: COMM 121 and ENGLISH 101)</i> or COMM 190 COMMUNICATION AND NEW MEDIA <i>(Advisory: ENGLISH 101)</i> 3 units	LAW 017 LEGAL WRITING <i>Prerequisites: LAW 010, ENGLISH 101</i> 3 units	LAW 014 LAW OFFICE MANAGEMENT 3 units	*MAJOR ELECTIVE Choose one 3 units
LIB SCI 101 COLLEGE RESEARCH SKILLS <i>Advisory: CAOT 001</i> 1 units	LAW 051 LEGAL RESEARCH FOR PARALEGALS <i>Prerequisites: LAW 010, ENGLISH 101</i> 3 units	*MAJOR ELECTIVE Choose one 3 units	
CAOT 084 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING <i>Advisories: ESL 005A, CAOT 001</i> 3 units			
Semester Units:	13	12	9
		Total Units:	46

*MAJOR ELECTIVE (Choose 6 units)
LAW 003 CIVIL RIGHTS AND THE LAW
LAW 007 STREET LAW *(Advisory: ENGLISH 101)*
LAW 013 WILLS, TRUSTS, AND PROBATE ADMINISTRATION
LAW 018 MARRIAGE AND FAMILY LAW
LAW 033 LAW AND THE MEDIA
LAW 035 IMMIGRATION LAW FOR PARALEGALS
LAW 037 BANKRUPTCY AND CREDITOR'S RIGHTS
LAW 038 CRIMINAL LAW & PROCEDURE
3 units each