

# PARALEGAL/LEGAL ASSISTANT (CERTIFICATE T0968)

## Business Division Certificate T0968

The paralegal program is intended to prepare students for employment as paralegals in both private and public sectors following graduation. According to the American Bar Association's House of Delegates: "A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible." Paralegals must comply with the legal restrictions in the practice of law by nonlawyers. The California Business & Professions Code, Section 6450 et seq, governs paralegals in California. This certificate requires previous completion of an associate or baccalaureate degree.

## Required Courses

Course Prefix	Course Name	Units
PLGL 30	Introduction to Paralegal/Legal	3
PLGL 31	Legal Analysis and Writing	3
PLGL 32	Advanced Legal Analysis and Writing	3
PLGL 33	Civil Procedure	3
PLGL 34	Law Office Procedures	3
PLGL 35	Law Office Technology	3
PLGL 37	Tort Law	3
PLGL 38	Employment and Ethical Issues in Paralegalism	3
PLGL 39	Contract Law	3
Choose one elective from the following:		3
BUSL 18	Business Law	
BUSL 19	Advanced Business Law	
PLGL 41	Property Law	
PLGL 42	Family Law	
PLGL 43	Wills and Trusts	
PLGL 44	Bankruptcy Law	
PLGL 48	Criminal Law and Procedures	
PLGL 49	Evidence Law	
<b>Total Units</b>		<b>30</b>

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Students completing the Paralegal/Legal Assistant Certificate will have increased their confidence in basic paralegal skills.
- Students completing the Paralegal/Legal Assistant Certificate will competently prepare basic legal documents such as motions and discovery, as they would be asked to do under the direction and supervision of a licensed attorney.
- Students completing the Paralegal/Legal Assistant Certificate will have earned Lexis certification for paralegals.
- Students completing the Paralegal/Legal Assistant Certificate will have earned Westlaw certification for paralegals.

Review Student Learning Outcomes (SLOs) (<https://www.mtsac.edu/slo/>) for this program.