

PARALEGAL PROGRAM PORTLAND COMMUNITY COLLEGE

Cascade Campus Terrell Hall Room: 109 | 705 N. Killingsworth Street | Portland, OR 97217

Program Advisor

Gerald (Jerry) Brask

Department Chair
Full Time Faculty
Phone: 503-978-5212
Fax: 503-978-5102
gbrask@pcc.edu

Department Law Library
503-978-5258
Arts & Professions Division
503-978-5430

Career Overview

Our program is designed to provide students with hands-on opportunities to develop analytical skills, knowledge of substantive and procedural law, legal terminology, and research and writing skills, and client relations skills, among others. As a paralegal, you may perform the many tasks under the supervision of an attorney, including Client interviews, Document preparation, Investigation, Research, File Management, and Witness Interviews.

Degrees and Certificates Offered

- Associate of Applied Science Degree in Paralegal

To obtain an associate of applied science you'll need 90 credit hours, including 21 hours of required paralegal courses; 24 credit hours of elective paralegal courses; 16 credits of general education courses; and 29 credits of other electives. **NOTE:** If you have a prior degree or college level courses, these may be transferred to PCC to meet AAS requirements.

- Paralegal Certificate

The certificate is a total of 45 credit hours. This will include 21 credit hours of required Paralegal core courses and 24 credit hours of elective Paralegal courses. Normally, approval of the Dept. Chair is needed to pursue the certificate.

Transferability

Paralegal courses are transferable to Portland State University toward a General Studies degree. Students should check with other schools for transferability of specific Paralegal courses.

Before Entry into the program, students must:

- Attend an advising appointment with a Paralegal program advisor.
- Complete one of the following:
 - Have a prior degree, or
 - Have taken and passed WR 121, or
 - Take the Compass English Skills Test
- Math 65 or waiver is a degree requirement, but not a prerequisite for taking classes.
- **For more information** the program and projected schedule can be viewed at www.pcc.edu/pl. Refer to our PCC website or visit a PCC campus or library to pick up a schedule.

PORTLAND COMMUNITY COLLEGE
 PARALEGAL/LEGAL ASSISTANT
 ASSOCIATE OF APPLIED SCIENCE
 EVALUATION FORM
 (MINIMUM CREDIT HOURS REQUIRED - 90)

Student Name: _____

Evaluator Name: _____

Social Security Number: _____

Date of Evaluation: _____

AAS Degree-

Prerequisite for LA 101 and recommended for all Paralegal classes:

_____ WR 121, equivalent or Dept. Approval

Degree/Program Requirements: The following classes are required for AAS-Paralegal Degree:

- _____ WR 122 English
- _____ Math 65 Algebra
- _____ CAS 133 Basic Computer Skills or Department approved waiver

- Credits:** 45 Credits – Paralegal Classes
 16 Credits – General Education
 29 Credits – Electives
90 Credits – Total

PARALEGAL CLASSES (45 credits)-Prerequisite for LA 101 and recommended for all Paralegal Classes is WR 121, equivalent or Dept. Approval. The following classes are offered in the Paralegal program. The AAS degree requires 15 Paralegal classes (45 Credits): **7 of the Paralegal classes are required (marked by *)**. The remaining 8 classes may be chosen by the student, but consultation with the Department Chair /Advisor is strongly recommended. Prerequisites for Paralegal classes may be waived by the Paralegal Department Chair. NOTE: Up to 6 credits of Paralegal course credits may be substituted by CJA, Business or other courses with the **prior consent** of the Department Chair.

_____	LA 101*	INTRODUCTION TO LAW - FUNDAMENTALS	(Prerequisite: WR 121)	3
_____	LA 102*	INTRODUCTION TO LAW - SUBSTANTIVE AREAS	(Prerequisite: LA 101)	3
_____	LA 103*	INTRODUCTION TO LAW - ETHICS	(Prerequisite: LA 101)	3
_____	LA 106*	COMPUTER ASSISTED LEGAL RESEARCH	(Prerequisite: LA 101)	3
_____	LA 107*	TECHNIQUES OF INTERVIEW	(Prerequisite: LA 101 or concurrently)	3
_____	LA 203*	LEGAL RESEARCH AND LIBRARY USE	(Prerequisite: LA 101)	3
_____	LA 204*	APPLIED LEGAL RESEARCH AND DRAFTING	(Prerequisite: LA 203)	3
_____	LA 104	INVESTIGATION TECHNIQUES FOR LEGAL ASSISTANTS	(Prerequisite: LA 101)	3
_____	LA 105	LITIGATION	(Prerequisite: LA 101)	3
_____	LA 109	ESTATE PLANNING		3
_____	LA 111	PROBATE PRACTICE	(Recommended LA 109)	3
_____	LA 113	INCOME TAX LAW		3
_____	LA 116	REAL PROPERTY LAW I		3
_____	LA 124	LAW OFFICE MANAGEMENT		3
_____	LA 206	INTELLECTUAL PROPERTY	(Prerequisite: LA 101)	3
_____	LA 208	FAMILY LAW	(Prerequisite: LA 101)	3
_____	LA 210	ADVANCED ESTATE PLANNING	(Prerequisite: LA 109, LA 111)	3
_____	LA 216	EMPLOYMENT LAW	(Prerequisite: LA 101)	3
_____	LA 219	CONSUMER LAW		3
_____	LA 220	WORKER'S COMPENSATION		3
_____	LA 221	BANKRUPTCY LAW		3
_____	LA 222	CORPORATE LAW PRACTICE		3
_____	LA 224	TORTS/PERSONAL PERSONAL INJURY		3
_____	LA 226	CRIMINAL LAW FOR LEGAL ASSISTANT		3
_____	LA 280A	COOPERATIVE EDUCATION: LEGAL ASSISTANT	(18 credits or Dept. approval)	3-6
_____	LA 199	LEGAL SOFTWARE		3

GENERAL EDUCATION REQUIREMENTS (16 credits) – Must have at least one course in each category and not more than 8 credits in any one category):

ARTS and HUMANTIES	SOCIAL SCIENCE	SCIENCE/MATH/CIS
_____	_____	_____
_____	_____	_____
_____	_____	_____

ELECTIVES (29 Credits) – 11 of the 29 credits in this section MUST MEET GENERAL EDUCATION REQUIREMENTS in addition to the 16 General Education credits required on the previous page. Please discuss this with the Dept Chair or Advisor if you have questions. The remainder of the General Electives are permitted in any college level (100 or above) course.