

# PARALEGAL PROGRAM

## PORTLAND COMMUNITY COLLEGE

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

### Program Advisors

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### Career Overview

Program is designed to provide students with hands-on opportunities to develop analytical skills, knowledge of substantive and procedural law, legal terminology, and skills, including research, writing, interviewing, investigation, legal software, litigation and others. As a paralegal, you may perform the many tasks under the supervision of an attorney. **First ABA Approved Paralegal program in State of Oregon (February, 2010).**

### 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 24 hours of required paralegal courses; 21 credit hours of elective paralegal courses; 27 credits of general education courses; and 18 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 24 credit hours of required Paralegal core courses and 21 credit hours of elective Paralegal courses. **ENTRY INTO THE CERTIFICATE PROGRAM REQUIRES PRIOR DEPT CHAIR APPROVAL.**

### 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. **Approval of the Dept. Chair is needed to pursue the certificate.**

- 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](http://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--ASSOCIATE OF APPLIED SCIENCE  
(MINIMUM CREDIT HOURS REQUIRED - 90)**

(8/30/11)

Student Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

**AAS Degree-**

**Prerequisite for PL 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 Is a Prerequisite to PL 204
- \_\_\_\_\_ Math 65 Algebra
- \_\_\_\_\_ CAS 133 Basic Computer Skills is a prerequisite to PL 130 or Department approved waiver

- Credits:** 45 Credits – Paralegal Classes  
 27 Credits – General Education  
 18 Credits – Electives  
**90 Credits – Total**

PARALEGAL CLASSES (45 credits)-Prerequisite for PL 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): **8 of the Paralegal classes are required (marked by \*)**. The remaining 7 classes may be chosen by the student-consultation with the Department Chair /Advisor is strongly recommended. Prerequisites for Paralegal classes may be waived by the Paralegal Department Chair. Up to 6 credits of Paralegal course credits may be substituted by CJA, Bus or other courses with the **prior consent** of the Department Chair.

_____	<b>PL 101*</b>	<b>INTRODUCTION TO LAW - FUNDAMENTALS</b>	(Prerequisite: WR 121)	3
_____	<b>PL 102*</b>	<b>INTRODUCTION TO LAW - SUBSTANTIVE AREAS</b>	(Prerequisite: PL 101)	3
_____	<b>PL 103*</b>	<b>INTRODUCTION TO LAW - ETHICS</b>	(Prerequisite: PL 101)	3
_____	<b>PL 107*</b>	<b>TECHNIQUES OF INTERVIEW</b>	(Prerequisite: PL 101 or concurrently)	3
_____	<b>PL 130*</b>	<b>LEGAL SOFTWARE</b>	(Prerequisite: CAS 133,PL101)	3
_____	<b>PL 201*</b>	<b>LEGAL RESEARCH AND LIBRARY USE</b>	(Prerequisite: PL 101)	3
_____	<b>PL 202*</b>	<b>COMPUTER ASSISTED LEGAL RESEARCH</b>	(Prerequisite: PL 101,201)	3
_____	<b>PL 204*</b>	<b>APPLIED LEGAL RESEARCH AND DRAFTING</b>	(Prerequisite: PL 201,WR122)	3
_____	PL 104	INVESTIGATION TECHNIQUES FOR LEGAL ASSISTANTS	(Prerequisite: PL 101)	3
_____	PL 105	LITIGATION	(Prerequisite: PL101)	3
_____	PL 109	ESTATE PLANNING		3
_____	PL 111	PROBATE PRACTICE	(Recommended PL 109)	3
_____	PL 113	INCOME TAX LAW		3
_____	PL 116	REAL PROPERTY LAW I		3
_____	PL 124	LAW OFFICE MANAGEMENT		3
_____	PL 140	IMMIGRATION		3
_____	PL 206	INTELLECTUAL PROPERTY	(Prerequisite: PL 101)	3
_____	PL 208	FAMILY LAW	(Prerequisite: PL 101)	3
_____	PL 210	ELDER LAW	(Prerequisite: PL 109, PL 101)	3
_____	PL 216	EMPLOYMENT LAW	(Prerequisite: PL 101)	3
_____	PL 219	CONTRACT AND CONSUMER LAW		3
_____	PL 220	WORKER'S COMPENSATION		3
_____	PL 221	BANKRUPTCY LAW		3
_____	PL 222	CORPORATE LAW PRACTICE		3
_____	PL 224	TORTS/PERSONAL PERSONAL INJURY		3
_____	PL 226	CRIMINAL LAW FOR LEGAL ASSISTANT		3
_____	PL299	SUSTAINABILITY LAW (experimental course)		3
_____	PL 299A	LARGE AND COMPLEX CASE MANAGEMENT (experimental course)		3
_____	PL 280A	COOPERATIVE EDUCATION: LEGAL ASSISTANT (prerequisite 18 credits or Dept. approval)		3-6

**GENERAL EDUCATION REQUIREMENTS (27 credits) – Must have at least one 100 level course in each category. Note: some gen ed courses do not count for Paralegal. See Catalog.**

ARTS and LETTERS	SOCIAL SCIENCE	SCIENCE/MATH
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ELECTIVES (18 Credits) – The General Electives are permitted in any college level (100 or above) course.**