

FULLERTON COLLEGE 2009 – 2010

Courses Accepted by ABA for Paralegal General Education

Associate in Science Degree General Education

Twenty-four (24) units total minimum requirement – Three (3) units in each of the following eight (8) sub-categories

NOTE: Courses in **Bold** were added this year.

Legend: **C** = Completed; **IP** = In Progress; **R** = Remaining

	C	IP	R
AREA A: LANGUAGE AND RATIONALITY (6 units)			
A1. - Written Communication (3 units): ENGL 100 F or 100HF			
A2. - Analytical Thinking (3 units): ENGL 103 F or 103HF, 104 F; JOUR 110 F; MATH 120 F or 120HF, PHIL 170 F, 172 F; READ 142 F; SPCH 100 F, 105 F, 120 F, 124 F, 135 F			
AREA B: NATURAL SCIENCES AND MATHEMATICS (6 units)			
B1. - Physical Sciences and Life Sciences (3 units) <u>Physical Sciences:</u> CHEM 100 F, 101 F, 103 F, 107 F, 111AF; ESC 100 F, 100LF, 102 F, 103 F, 104 F, 105 F, 106 F, 116 F, 116LF, 120 F, 130 F or 130HF, 190 F; GEOG 102 F; PHSC 102 F, 103AF, 103BF; PHYS 130 F, 205 F, 221 F; TECH 088 F <u>Life Sciences:</u> ANTH 101 F or 101HF; BIOL 101 F or 101HF, 102 F, 104 F, 109 F, 141 F, 170 F, 222 F, 274 F; ENVS 105 F, 105LF, 126 F; NUTR 210 F			
B2. - Mathematics (3 units) MATH 040 F or higher			
AREA C: ARTS AND HUMANITIES (6 units)			
C1. - Visual Arts, Music, Theatre and Dance (3 units) ART 110 F, 112 F, 113 F, 114 F, 115 F, 116 F, 212 F, 213 F; CRTV 121 F, 126AF, 126BF; ENGL 205 F or 075 F, 206 F or 076 F; FASH 242 F, 244 F; IDES 180 F; MUS 113 F, 114 F, 115 F, 116 F, 117 F, 118 F, 119 F; THEA 104 F, 109 F			
C2. - Literature, Philosophy, Religion and Foreign Language (3 units) CHIN 101 F, 102 F; ENGL 102 F or 102HF, 105 F, 203 F or 073 F, 204 F or 074 F, 207 F or 077 F, 210 F, 211 F, 212 F, 214 F or 094 F, 218 F or 078 F, 221 F, 222 F, 224 F, 225 F, 234 F or 234HF, 239 F, 243 F or 243HF or 093 F, 245 F or 095 F, 246 F or 096 F, 247 F or 097 F, 248 F, 249 F, 250 F, 251 F; FREN 101 F, 102 F, 203 F, 204 F; GERM 101 F, 102 F, 203 F, 204 F; ITAL 101 F, 102 F; JAPN 101 F, 102 F, 203 F, 204 F; PHIL 100 F or 100HF, 101 F, 105 F or 105HF, 135 F, 160 F, 195 F; RUSS 101 F, 102 F; SPAN 101 F or 101HF, 102 F or 102HF, 201 F, 203 F, 204 F			
AREA D: SOCIAL AND BEHAVIORAL SCIENCES (6 units)			
D1. - Social, Political and Economic Institutions (3 units) ANTH 107 F, 209 F; BUS 131 F, 242 F; ECON 101 F or 101HF; ETHS 101 F, 129 F, 131 F, 140 F, 170 F, 171 F; GEOG 100 F or 100HF; HIST 110 F or 100HF, 111 F or 111HF, 112 F or 112HF, 113 F or 113HF, 127 F, 154 F, 162AF, 162BF, 170 F or 170HF, 171 F or 171HF, 270 F; POSC 100 F or 100HF, 120 F, 150 F, 200 F, 215 F, 216 F, 220 F, 230 F; SOC 201 F, 285 F, 292 F			
D2. - Social Behavior and Self-Understanding (3 units) ANTH 102 F or 102HF, 105 F; CDES 120 F, 140 F, 173 F, 201 F, 202 F; COUN 163 F; GEOG 160 F; PSY 101 F or 101HF, 110 F, 120 F, 131 F, 139 F; SOC 101 F or 101HF, 102 F, 225 F or 225HF, 275 F or 275HF; WMNS 100 F			

GRADUATION REQUIREMENT FOR ASSOCIATE OF SCIENCE DEGREE

1. Completion of **27** units of specified course work in the major with a grade of "**C**" or **better** (see reverse side).
2. Completion of **24 units of general education** as shown above (note this is different from the standard AA/AS degree general education list for other majors at Fullerton College) **OR** 39 units as stipulated by the CSU General Education Certification requirements **OR** 37-39 units as stipulated by the IGETC requirements. Courses appearing in more than one Area may only be counted in one Area.
3. Completion of **one (1) unit of physical education activity**; or PE 243 F or PE 266 F. The exception for 21 year-olds no longer applies.
4. Completion of the **Multicultural requirement - this can also count as a GE course** (see below).
5. Completion of MATH 040 F or higher satisfies the Math graduation requirement.
6. Completion of additional units will be needed to meet the total of at least **60 degree applicable units** required for graduation. An overall **GPA of 2.0** (or better) is required.

Multicultural Education Requirement

Every student must complete the **Multicultural Education Requirement to graduate with an AS degree**. Refer to the current college catalog for courses that meet this requirement. **Note:** You may use the same course to meet both the Multicultural and a general education requirement as long as the course is also on the above General Education list for the Paralegal AS degree.

For example, SOC 101 F meets both the Multicultural and a GE requirement for D2.

Reading Requirement

Test into Reading 142 F on the Fullerton College placement test or a reading test approved by the Reading Department **OR** a passing grade in Reading 096 F, Reading 142 F, any course in IGETC/CSU Critical Thinking Category, or ESL 185 F.

PARALEGAL STUDIES 2009 – 2010

Associate of Science (AS) Degree

An **ABA-approved curriculum** leading to an **ASSOCIATE OF SCIENCE (AS) DEGREE** and entry-level employment in a paraprofessional capacity as an assistant to an attorney in private practice, in a governmental agency, or in private industry. This degree requires **27 units**, of which **18** are in **required courses**. An **additional 9 units** must be chosen from the restrictive electives listed below. A **minimum grade of "C"** is required in all required and restrictive elective courses.

Paralegals may perform many tasks under the supervision of a licensed attorney including preparation of forms and pleadings, interviewing clients, researching and writing legal documents, managing in a law office, and preparing word processing forms and documents. This program is not intended to prepare students for the practice of law. The Paralegal Studies program is approved by the **American Bar Association (ABA)**.

Paralegal Studies Certificate

PARALEGAL STUDIES CERTIFICATE requires the completion of **30 units** of which **18** are in the required courses below. An **additional 12 units** must be chosen from the restricted electives listed below. A minimum grade of "C" is required in each course. At least half of the units must be completed at Fullerton College. (Students must also possess an AA, BA or higher degree from a **regionally accredited** college.) All students with an associate degree must have their transcripts evaluated for General Education requirements as listed in the GE requirements for an AS in Paralegal Studies.

Because we are an American Bar Association approved program, students who wish to transfer Paralegal Studies units earned at another regionally accredited institution into the Fullerton College Paralegal Program may only transfer in a maximum of six (6) Restrictive Electives, and must obtain prior permission from the Paralegal Department Coordinator or the Business Division Dean.

Required Courses (15 – 18 units; 15 units for students prior to Fall '06, 18 units for students beginning Fall '06)

PLEG 101 F	Introduction to Paralegal Studies (3)
PLEG 104 F	Introduction to Legal Research and Legal Terminology (3) <i>(formerly PLEG 103 F)</i>
PLEG 105 F*	Introduction to Legal Writing (3) <i>(formerly PLEG 102 F)</i>
PLEG 116 F	Computers in the Law Office I (3)
PLEG 201 F*	Civil Litigation I (3)
PLEG 202 F*	Civil Litigation II (3)

Restrictive Electives (Take any 9–12 units; 9 units for students beginning Fall '06, 12 units for students prior to Fall '06)

PLEG 090 F	Contemporary Issues in the Law (1-3)
PLEG 203 F*	Personal Injury (3)
PLEG 204 F*	Family Law (3)
PLEG 205 F*	Probate, Wills, and Trusts (3)
PLEG 206 F*	Bankruptcy Law and Procedure (3)
PLEG 207 F*	Computer Assisted Legal Research (3)
PLEG 208 F*	Worker's Compensation Law (3)
PLEG 209 F*	Criminal Law and Procedure (3)
PLEG 210 F*	Internship Paralegal Studies (1-4)
PLEG 211 F*	Real Property Law and Procedure (3)
PLEG 212 F*	Medical Records Analysis for the Paralegal (1.5)
PLEG 213 F*	Employment and Labor Law (3)
PLEG 214 F*	Contract Law Procedure (3)
PLEG 215 F*	Discovery in the Electronic Age (3)
PLEG 216 F	Computers in the Law Office II (3)
PLEG 217 F*	Immigration Law (3)
PLEG 218 F	Entertainment and Sports Law (3)
PLEG 219 F*	Intellectual Property (3)
PLEG 220 F*	Elder Law (1.5)
PLEG 225 F	Law Office Management (3)

Recommended Electives

BUS 241AF	Business Law (3)
CIS 100 F or CIS 101 F	Introduction to Personal Computer Applications (3) or Integrated Software Applications for Windows (Microsoft Works) (3)
WP 020 F or WP 021 F or WP 023 F or WP 024 F	Word Processing (Word for Windows – Beginning) (1.5) or Word Processing (Word for Windows – Advanced) (1.5) or Word Processing (WordPerfect for Windows – Beginning) (1.5) or Word Processing (WordPerfect for Windows – Advanced) (1.5)

* Requires completion of prerequisites before enrollment.

Students will have to demonstrate keyboard proficiency of 45 words per minute. Testing will occur in the Business Division office.

The Paralegal Studies major requires **restricted general education**.
See the reverse side of this sheet for a list of the general education courses approved by the ABA.

**PARALEGAL STUDIES 2009 – 2010
ASSOCIATE IN SCIENCE DEGREE
FULLERTON COLLEGE**

** Program plan will depend on placement test results. This program could be adjusted. **

DEGREE-ORIENTED PARALEGAL STUDENTS:

<u>First Semester:</u>	Units:
PLEG 101 F Introduction to Paralegal Studies	3
PLEG 104 F Legal Research and Terminology	3
ENGL 100 F	3
Beginning Computer or Typing Course (if necessary)	3
Area B1 (Physical Sciences and Life Sciences)	3-4
Area C1 (Visual Arts, Music, Theatre, and Dance)	3
Total:	18-19

<u>Second Semester:</u>	Units:
PLEG 105 F Introduction to Legal Writing (1)	3
PLEG 116 F Computers in the Law Office	3
Area A2 (Analytical Thinking)	3
Area D1 (Social, Political and Economic Institutions)	3
Math 40 F	4
Total:	16

<u>Third Semester:</u>	Units:
9 Units of Restrictive Electives (090 F & 200 F* level courses*)	9
Area C2 (Literature, Philosophy, Religion, and Foreign Language)	3-5
Area D2 (Social Behavior and Self-Understanding)	3
* All 200 F level classes (except 201 F, 202 F, 216 F, 218 F, & 225 F) require the successful completion of PLEG 101 F & 104 F. PLEG 105 F require a minimum completion of PLEG 101 F, 104 F, & ENGL 100 F before a student is allowed to register.	
<i>Please Note: PLEG 201 F, 202 F, & 210 F have additional requirements. See below for those requirements.</i>	
Total:	15-17

<u>Fourth Semester:</u>	Units:
PLEG 201 F Civil Litigation I (2)	3
PLEG 202 F Civil Litigation II (2)	3
P.E. Activity	1
Additional PLEG or G.E. Course	1-4
Optional: Students are encouraged to take 1-4 units of PLEG 210 F (Internship Course)	
Total:	10 or 11-14

- (1) Upon successful completion of prerequisites: ENGL 100 F, PLEG 101 F, & PLEG 104 F.
 (2) Upon successful completion of prerequisites: PLEG 101 F, PLEG 104 F, & PLEG 105 F with a grade of 'C' or better.

In choosing General Education courses, make sure one course meets the Multicultural Requirement.

NOTE: - Students must have a minimum of 30 units for the certificate.
 - Students will have to demonstrate keyboard proficiency of 45 words per minute. Testing will occur in the Business Division office.

**PARALEGAL STUDIES 2009 – 2010
CERTIFICATE PROGRAM
FULLERTON COLLEGE**

*** Program plan will depend on placement test results. This program could be adjusted. ***

CERTIFICATE-ORIENTED PARALEGAL STUDENTS:

First Semester: **Units:**

PLEG 101 F Introduction to Paralegal Studies	3
PLEG 104 F Legal Research and Terminology	3
ENGL 100 F (prerequisite for other courses)	3
Beginning Computer or Typing Course (if necessary)	3

Total: **12**

Second Semester: **Units:**

PLEG 105 F Introduction to Legal Writing (1)	3
PLEG 116 F Computers in the Law Office	3

Total: **6**

Third Semester: **Units:**

12 Units of Restrictive Electives (090 F & 200 F* level courses) **12**

** All 200 F level classes (except 201 F, 202 F, 216 F, 218 F, & 225 F) require the successful completion of PLEG 101 F & 104 F. PLEG 105 F require a minimum completion of PLEG 101 F, 104 F, & ENGL 100 F before a student is allowed to register.*

Please Note: PLEG 201 F, 202 F, & 210 F have additional requirements. See below for those requirements.

Total: **12**

Fourth Semester: **Units:**

PLEG 201 F Civil Litigation I (2)	3
PLEG 202 F Civil Litigation II (2)	3
Additional PLEG or G.E. Course	1-4
<i>Optional: Students are encouraged to take 1-4 units of PLEG 210 F (Internship Course)</i>	

Total: **7 or 10**

(1) Upon successful completion of prerequisites: ENGL 100 F, PLEG 101 F, & PLEG 104 F.

(2) Upon successful completion of prerequisites: PLEG 101 F, PLEG 104 F, PLEG 105 F, PLEG 116 F, & ENGL 100 F, with a grade of a 'C' or better.

NOTE: - Students must have a minimum of 30 units for the certificate.

- Students will have to demonstrate keyboard proficiency of 45 words per minute. Testing will occur in the Business Division office.