

FULLERTON COLLEGE 2017 – 2018

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

****Complete all courses with a grade of "C" or better****

NOTE: Courses in *Bold Italics* are new courses approved by the ABA.

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): BUS 112 F ; COMM 100 F, 105 F, 120 F, 124 F, 135 F ; ENGL 103 F or 103HF, 104 F; JOUR 110 F or 110HF ; MATH 120 F* or 120HF*; PHIL 170 F, 172 F ; PSY 161 F* (<i>beg F 13</i>) or 161HF*; READ 142 F ; SOSC 125 F ;			
AREA B: NATURAL SCIENCES AND MATHEMATICS (6 units)			
B1. - Physical Sciences and Life Sciences (3 units) <i>Physical Sciences:</i> CHEM 100 F, 101 F, 103 F, 107 F, 111AF, 111BF (<i>beg F 13</i>); ESC 100 F, 100LF, 102 F, 103 F, 104 F, 105 F, 106 F, 107 F, 110 F, 116 F, 116LF, 120 F, 130 F or 130HF, 190 F; GEOG 102 F or 102HF; PHYS 120 F, 130 F, 205 F, 206 F (<i>beg F 13</i>), 211 F (<i>beg F 13</i>), 221 F, 222 F (<i>beg F 13</i>), 223 F (<i>beg F 13</i>); TECH 088 F <i>Life Sciences:</i> ANAT 231 F (<i>beg F 12</i>), 240 F (<i>beg F 13</i>); ANTH 101 F or 101HF; BIOL 100 F (<i>beg F 11</i>), 101 F or 101HF, 102 F, 104 F, 108 F (<i>beg F 11</i>), 109 F, 141 F, 170 F, 190 F, 222 F, 266 F (<i>beg F 11</i>), 268 F (<i>beg F 11</i>), 272 F (<i>beg F 11</i>), 274 F; ENVS 105 F, 105LF, 106 F, 126 F ; HORT 152 F (<i>beg F 13</i>), 205 F (<i>beg F 13</i>), 207 F (<i>beg F 13</i>); MICR 220 F (<i>beg F 13</i>), 262 F (<i>beg F 13</i>); NUTR 210 F			
B2. - Mathematics (3 units): MATH 040 F, 041 F, 043 F or higher within the Math Division; PSY 161 F* (<i>beg F 13</i>) or 161HF*			
AREA C: ARTS AND HUMANITIES (6 units)			
C1. - Visual Arts, Music, Theatre and Dance (3 units) ART 110 F, 112 F, 113 F or 113HF , 114 F, 115 F, 116 F, 117 F (<i>beg F 13</i>), 212 F, 213 F; CRTV 121 F, 126AF, 126BF ; DANC 101 F (<i>beg F 11</i>), 200 F, 210 F; FASH 242 F, 244 F ; IDES 180 F ; MUS 113 F, 115 F, 116 F, 117 F, 118 F, 119 F ; PHOT 111 F (<i>beg F 09</i>); THEA 104 F, 105 F (<i>beg F 12</i>), 109 F			
C2. - Literature, Philosophy, Religion and Foreign Language (3 units) CDES 242 F ; ENGL 102 F or 102HF, 105 F, 203 F, 204 F, 207 F, 208 F, 210 F, 211 F or 211HF, 212 F or 212HF, 214 F, 221 F or 221HF, 222 F or 222HF, 224 F or 224HF, 225 F or 225HF, 234 F or 234HF, 239 F, 243 F or 243HF, 245 F, 246 F, 248 F, 249 F, 251 F, 254 F (<i>beg F 10</i>); ETHS 130 F* ; HIST 110 F* or 110HF, 111 F* or 111HF*, 112 F* or 112HF*, 113 F* or 113HF*, 154 F*, 170 F* or 170HF*, 171 F* or 171HF*, 270 F*; PHIL 100 F or 100HF, 101 F, 105 F or 105HF, 135 F, 160 F, 195 F, 200 F (<i>beg F 11</i>), 201 F (<i>beg F 11</i>), 202 F (<i>beg F 11</i>), 210 F (<i>beg F 11</i>), 220 F, 225 F (<i>beg F 17</i>), 250 F (<i>beg F 11</i>), 270 F (<i>beg F 11</i>); Foreign Language 101 F or 101HF, 102 F or 102HF, 201 F, 203 F, 204 F, 205 F, 206 F, 207 F			
AREA D: SOCIAL AND BEHAVIORAL SCIENCES (6 units)			
D1. - Social, Political and Economic Institutions (3 units) ACCT 205 F ; ANTH 107 F or 107HF , 209 F, 211 F; BUS 100 F, 131 F, 240 F or 240HF (<i>beg F 12</i>), 242 F, 245 F ; ECON 101 F or 101HF; ETHS 101 F, 118 F (<i>beg F 13</i>), 129 F, 130 F* (<i>beg F 11</i>), 131 F, 150 F, 151 F, 152 F, 153 F or 153HF , 160 F (<i>beg F 13</i>), 170 F, 171 F; GEOG 100 F or 100HF, 130 F, 262 F; HIST 110 F* or 110HF*, 111 F* or 111HF*, 112 F* or 112HF*, 113 F* or 113HF*, 127 F, 151 F (<i>beg F 11</i>), 152 F (<i>beg F 11</i>), 154 F*, 160 F, 161 F, 165 F (<i>beg F 11</i>) or 165HF, 170 F or 170HF*, 171 F or 171HF*, 190 F, 191 F, 270 F*, 275 F (<i>beg F 11</i>); MKT 100 F ; POSC 100 F or 100HF, 110 F (<i>beg F 11</i>) or 110HF, 120 F, 150 F, 200 F, 215 F (<i>beg F 07</i>), 216 F, 220 F, 230 F (<i>beg F 07</i>), 275 F (<i>beg F 11</i>); SOC 201 F, 230 F or 230HF, 277 F or 277HF, 285 F, 290 F, 292 F			
D2. - Social Behavior and Self-Understanding (3 units) ANTH 102 F or 102HF, 103 F (<i>beg F 11</i>) or 103HF , 105 F, 231 F (<i>beg F 13</i>); BUS 181 F (<i>beg F 17</i>), 201 F; CDES 120 F, 140 F, 201 F ; COUN 163 F ; GEOG 160 F ; JOUR 110 F (<i>beg F 13</i>); PE 248 F (<i>beg F 13</i>), 243 F, 244 F; 250 F; PSY 101 F or 101HF, 110 F, 120 F, 131 F, 139 F, 145 F (<i>beg F 11</i>), 202 F (<i>beg F 11</i>) or 202HF, 221 F, 222 F (<i>beg F 11</i>), 233 F, 251 F (<i>beg F 11</i>) or 251HF; SOC 101 F or 101HF, 102 F, 225 F (<i>beg F 07</i>) or 225HF, 250 F, 275 F or 275HF; WMNS 100 F or 100HF			

GRADUATION REQUIREMENT FOR ASSOCIATE IN 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 with a grade of "**C**" or better in all courses (note this is different from the standard AA/AS degree general education list for other majors at Fullerton College).
3. Completion of **one (1) unit of physical education activity**; or PE 243 F or PE 266 F or WELL 242 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 READ 142 F on the Fullerton College placement test or a reading test approved by the Reading Department **OR** a passing grade in READ 096 F, READ 142 F, any course in IGETC/CSU Critical Thinking Category, ESL 185 F, or 189 F.

*Courses can be used in only one area (A-D).

PARALEGAL STUDIES 2017 – 2018

ASSOCIATE IN SCIENCE (AS) DEGREE

The Fullerton College's **ABA-approved curriculum** leads to an **Associate in 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 **24** are in **required** courses. An **additional 3 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

The Paralegal Studies Certificate requires the completion of **30** units of which **24** are in the required courses below. An **additional 6 units** must be chosen from the restrictive electives listed below. A minimum grade of "C" is required in each course. All required courses must be completed at Fullerton College. Students must possess an AA, AS, BA, BS or higher degree from a **regionally accredited** college. Only students with an Associate Applied Science (AAS) degree must have their transcripts evaluated for General Education requirements as listed in the GE requirements for an AS in Paralegal Studies.

Because this is an American Bar Association approved program, students who wish to transfer in Paralegal Studies units, a maximum of six (6) Restrictive Electives, must obtain prior permission from the Paralegal Department Coordinator or the Business Division Dean.

Required Courses

PLEG 101 F	Introduction to Paralegal Studies (3)
PLEG 104 F	Introduction to Legal Research and 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 (3)
PLEG 201 F*	Civil Litigation I (3)
PLEG 202 F*	Civil Litigation II (3)
PLEG 207 F*	Computer Assisted Legal Research (3)
PLEG 216 F	Computers in the Law Office II (3)

Restrictive Electives

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 208 F*	Workers' Compensation Law (3)
PLEG 209 F*	Criminal Law and Procedures (3)
PLEG 210 F*	Paralegal Internship (1-4)
PLEG 211 F*	Real Property Law and Procedures (3)
PLEG 212 F*	Medical Records Review (2)
PLEG 213 F*	Employment and Labor Law (3)
PLEG 214 F*	Contract Law and Procedure (3)
PLEG 215 F*	Discovery in Electronic Age (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 (3)
PLEG 221 F	Ethics for Paralegals (2)
PLEG 223 F	Advanced Legal Research and Writing (3)
PLEG 225 F	Law Office Management (3)
PLEG 226 F	Constitutional Law (3)
PLEG 227 F	International Law (3)

* Requires completion of prerequisites before enrollment.

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 2017 – 2018
ASSOCIATE IN SCIENCE DEGREE
FULLERTON COLLEGE**

PROGRAM CODE: 2S08434

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

PLEASE NOTE: Students commencing their education at Fullerton College with or after Fall 2011 are required to take PLEG 207 F and PLEG 216 F. PLEG 207 F should be taken during the third or fourth semester and PLEG 216 F should be taken when offered as neither class is offered every semester. Additionally, 200-level required courses are not offered every semester.

DEGREE-ORIENTED PARALEGAL STUDENTS

FIRST SEMESTER **UNITS**

PLEG 101 F Introduction to Paralegal Studies	3
PLEG 104 F Introduction to Legal Research and Terminology	3
ENGL 100 F College Writing	4
Beginning Computer (if necessary)	3
Area B1 (Physical Sciences and Life Sciences)	3-4
Area C1 (Visual Arts, Music, Theatre, and Dance)	3

Total: **19-20**

SECOND SEMESTER **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 Intermediate Algebra	4

Total: **16**

THIRD SEMESTER **UNITS**

PLEG 201 F Civil Litigation I (2)	3
PLEG 207 F* Computer-Assisted Legal Research (if offered) (2)	3
PLEG 216 F Computers in Law Office II (if offered)	3
Area C2 (Literature, Philosophy, Religion, and Foreign Language)	3-5

** All 200 F level classes (except PLEG 216 F, PLEG 218 F, PLEG 221 F & PLEG 225 F) require the successful completion of PLEG 101 F & 104 F. PLEG 105 F requires a minimum completion of PLEG 101 F, 104 F, & ENGL 100 F before a student is allowed to register.*

Please Note: PLEG 210 F has additional requirements.

Total: **12-14**

FOURTH SEMESTER **UNITS**

PLEG 202 F Civil Litigation II (3)	3
P.E. Activity	1
3 Units of Paralegal Restrictive Electives	3
Area D2 (Social Behavior and Self-Understanding)	3
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 and PLEG 104 F with a grade of 'C' or better.
- (3) Upon successful completion of prerequisites: PLEG 101 F, PLEG 104 F and PLEG 201 F.

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

Note: Students must have a minimum of 27 Paralegal Studies units for the degree.

**PARALEGAL STUDIES 2017 – 2018
CERTIFICATE PROGRAM
FULLERTON COLLEGE**

PROGRAM CODE: 2C21275

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

PLEASE NOTE: Students commencing their education at Fullerton College with or after Fall 2011 are required to take PLEG 207 and PLEG 216. PLEG 207 should be taken during the third or fourth semester and PLEG 216 should be taken when offered as neither class is offered every semester. Additionally, 200-level courses are not offered every semester.

CERTIFICATE-ORIENTED PARALEGAL STUDENTS

FIRST SEMESTER **UNITS**

PLEG 101 F Introduction to Paralegal Studies	3
PLEG 104 F Introduction to Legal Research and Terminology	3
ENGL 100 F College Writing	4
Beginning Computer (if necessary)	3

Total: **13**

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**

PLEG 201 F Civil Litigation I (2)	3
PLEG 207 F* Computer-Assisted Legal Research (if offered) (2)	3
PLEG 216 F Computers in the Law Office II (if offered)	3
3 Units of Paralegal Restrictive Electives (090 F & 200 F* level courses)	3

** All 200 F level classes (except PLEG 216 F, PLEG 218 F, PLEG 221 F and PLEG 225 F) require the successful completion of PLEG 101 F and 104 F. PLEG 105 F requires a minimum completion of PLEG 101 F, 104 F, and ENGL 100 F before a student is allowed to register.*

Please Note: PLEG 210 F has additional requirements.

Total: **12**

FOURTH SEMESTER **UNITS**

PLEG 202 F Civil Litigation II (3)	3
3 Units of Paralegal Restrictive Electives (090 F & 200 F* level courses)	3
Optional: Students are encouraged to take 1-4 units of PLEG 210 F (Internship Course)	

Total: **6**

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

(2) Upon successful completion of prerequisites: PLEG 101 F and PLEG 104 F with a grade of a "C" or better

(3) Upon successful completion of prerequisites: PLEG 101 F, PLEG 104 F and PLEG 201 F.

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