

Student WORK SHEET
PARALEGAL STUDIES CERTIFICATE OF ACHIEVEMENT Requirements
2018-19

This is an information sheet provided by the Business Division (room C121) to Paralegal students so that they may chart their progress through the *Certificate of Achievement** program; it is **NOT** a complete list of courses required/available for the *Associate in Science Degree* program.

In order to obtain an *Associate in Science Degree*, see all the requirements listed in the 2018-19 PCC Catalog, and see your counselor.

1. **High School requirement met:** ___ Graduate of accredited high school **or**
 ___ G.E.D.

2. **Core courses completed (32 units): ****

___ Bus 12A	___ Plgl 141
___ Plgl 134	___ Plgl 142
___ Plgl 135A	___ Plgl 145A
___ Plgl 137	___ Plgl 145B
___ Plgl 138	___ Plgl 146
___ Plgl 139	___ Plgl 150

3. **Yes Associate or higher Degree verified** *General Education and Elective unit requirements are complete.*
 No

If your answer to #3 is "No," continue to requirements listed under #'s 4 and 5 below.

4. **10 Elective Units, chosen from the following courses (any combination of these General Education and Paralegal Studies courses) :**

General Education: **

___ American Institution, *any* (3 units)
___ Diversity, *any* - *Global Studies* or *Ethnic & Gender Studies* courses (3 units)
___ Health Education, *any* (2 units total)
___ History 7A, 7B, 25B,D,F,I, 29A, 29B, 41 (each, 3 units)
___ Kinesiology (formerly "Physical Education"), *any* (2 units total)
___ Political Science, 1, 7 (each, 3 units)

Paralegal Studies courses:

___ Bus 12B, *Business Law* (3 units)
___ Plgl 135B, *Wills, Trusts and Probate Administration* (3 units)
___ Plgl 136, *Property Law, Bankruptcy & Creditors' Rights* (3 units)
___ Plgl 140, *Family Law & Dissolution Procedure* (3 units)
___ Plgl 143, *Workers' Compensation Law* (3 units)
___ Plgl 147, *Introduction to E-Discovery* (2 units)
___ Plgl 148, *Immigration* (3 units)

5. **CHOICES FOR GENERAL EDUCATION REQUIREMENTS (minimum of 18 units, total) : ****
 ___ **3 UNITS, Category A, Natural Sciences** (Note: Most Lab courses are 1-2 units each)

- Anatomy 25
- Anthropology 1, 1H 1L
- Astronomy 1
- Biology 2, 3, 4, 10A, 10B, 11, 14, 16, 30, 38, 39
- Chemistry 1A, 1B, 2A, 2B, 8A, 8B, 22
- Envs 1, 3, 30, 40
- Geography 1, 1L
- Geology 1, 1F, 2, 2F, 3, 3F, 4, 6, 12, 12F, 12L, 21, 21L, 22, 30A-L, 40
- Microbiology 2
- Physical Science 3, 3L
- Physics 1A, 1B, 1C, 1D, 2A, 2B, 10, 10L, 31A, 31B
- Physiology 1, 100

___ **3 UNITS, Category B, Social & Behavioral Sciences**

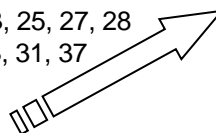
- Anthropology 1, 1H, 1L, 2, 2H, 3, 4, 5, 6, 9, 12, 31
- Ch Dv 15
- Communication 1
- Economics 1A, 1B
- English 12
- Envs 2
- Geography 2, 3
- Geron 1
- History 1A, 1B, 2A, 2B, 5A, 5B, 7A, 7B, 8, 9A, 9B, 12, 16, 18, 19, 24A-G, 25B,D,F,I, 27A, 27B, 29A, 29B, 30, 31, 41
- Linguistics 12, 14, 16, 17
- Political Science 1, 2, 6, 7, 21, 22
- Psychology 1, 1H, 21, 21H, 22, 23, 24, 25, 29, 31, 33, 41, 120
- Sociology 1, 2, 14, 15, 16, 22, 24, 29, 31, 41, 130=2 units
- Soc Sc 17
- Speech 13

___ **3 UNITS, Category Two, C, Humanities**

- American Sign Language 1, 2, 10C, 10D
- Arabic 1, 2
- Architecture 24A, 24B
- Armenian 1, 2
- Art 1A, 1B, 1C, 2, 3A, 3B, 4A-D, 5, 7, 8, 9, 104, 105, 106
- Chinese 1, 2, 2A, 3, 4, 10, 12, 22, 50
- Cinema 7A, 7B, 25
- Dance 21A, 21B
- English 1B, 1BH, 5A, 5B, 9, 10, 11, 12, 24, 25A,C,D-J, 26, 30A-C, 34, 35, 36, 37, 44A-C, 45A, 45B, 46A, 46B, 47, 48, 49A, 49B, 50, 51, 52, 53, 54, 57, 58, 59, 60, 61, 78A, 78B, 82A-C, 119
- French 1, 2, 3, 4, 6, 10, 12, 16, 50
- German 1, 2, 3, 4, 5, 10, 12
- Humanities 1, 2, 3, 4
- Italian 1, 2, 3, 4, 10, 12, 50
- Japanese 1, 2, 3, 4, 5, 10, 11, 12
- Latin 1, 2
- Linguistics 10, 11, 12
- Music 7A, 7B, 21, 22, 23, 24A, 24B, 25, 27, 28
- Philosophy 1, 1H, 3, 7, 8, 20A, 20B, 31, 37
- Photo 10, 25
- Portuguese 1, 2, 3, 4

Category Two, C, Humanities, Cont'd

- Religious Studies 1, 2, 3
- Russian 1, 2, 3, 4, 11
- Spanish 1, 2, 2A, 3, 4, 5, 6A, 6B, 12, 25, 31, 42A, 42B, 44A, 44B
- Theater Arts 1, 5, 5A, 5B
- TVR 19



5. General Education courses, *Continued*

___ **9 UNITS, Category D, Language & Rationality**

Minimum of 3 units from each of the following categories:

___ **3 UNITS. (1) English Composition**

English 1A, 1AS, 1AH, 1B, 1BH, 1C, 1CH

___ **3 UNITS. (2) Oral Communication**

Speech 1, 2, 10, 121

___ **3 UNITS. (3) Critical Thinking**

English 1C, 1CH

Mathematics 3, 5A-C, 7A, 7B, 9, 10, 15, 22, 55, 55H, 125, 131,
139, 141, 150

Philosophy 25, 30, 33

Physical Science 2

Speech 6, 12

Statistics 15, 18, 50

* See the 2018-19 Catalog for complete information on the Paralegal Studies *Certificate of Achievement*.

** Courses taken and used in any one area cannot be used to satisfy the requirements in another area.