



## Paralegal Studies Certificate of Achievement

### **Program Requirements:**

"Program Requirements" specify the courses required for this program. See suggested course sequence for additional information.

### Suggested Course Sequence

The "Suggested Course Sequence" is an example of how to complete the requirements plus any additional general education that may be needed. If you would like to create a personalized Student Education Plan (SEP), schedule a meeting with a counselor.

#### FALL SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> PLGL 101	Intro to Paralegal Studies	3
<input type="checkbox"/> PLGL 102	Criminal Law and Procedure	3
<input type="checkbox"/> PLGL 103	Civil Litigation	3
<input type="checkbox"/> PLGL 104	Legal Research and Writing	3
<b>Total Units</b>		<b>12</b>

#### Tasks:

- Complete Career Exploration
- Meet with Counselor (SEP)
- Visit library and tutoring
- Review Financial Aid Requirements
- Apply AHC Scholarship

#### SPRING SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> BUS 110	Business Law	3
<input type="checkbox"/> WEE 149	Work Experience Education: Occupational	1 - 8
<input type="checkbox"/> PLGL 105	Legal Analysis and Writing	3
<input type="checkbox"/> PLGL 106	Case Management	3
<input type="checkbox"/> PLGL 107	Ethics for Paralegals	1
<b>Total Units</b>		<b>12</b>

#### Tasks:

- Set up Jobspeaker
- Attend Career Exploration Day
- Apply for Certificate
- FAFSA or Dream Act due March 2
- Apply AHC Scholarship
- Utilize Job Search Resources