



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Paralegal Program Advanced Paralegal Certificate Program Requirements 2011-2012

Student Name: _____
Student ID: _____

Program Description The Paralegal Program is an American Bar Association approved program designed to train students for careers as paralegals (legal assistants) in law firms, governmental agencies, public service organizations and corporate legal departments. Paralegals work under the supervision of attorneys to provide non-clerical professional support in the delivery of legal services to clients and the community. Paralegals are not licensed to practice law.

The Advanced Paralegal Certificate is designed to provide quality paralegal education to students who already have, or who will earn a Bachelor Degree while enrolled in this certificate program. These students will graduate with a certificate that recognizes that they also have achieved a Bachelor Degree. The course work for this certificate is equivalent to course work required for the ATA Paralegal Degree and is not advanced training. This certificate offers a reduced legal elective credit requirement and is considered equivalent to the ATA Paralegal Degree. This program expressly meets the needs of that portion of the legal community that requires both a Bachelor Degree and a paralegal certificate.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Computer Skills and Traditional/On-Campus Course Requirement To graduate from the program, all students are required to obtain and demonstrate certain minimum computer skills and take 15 paralegal credits in traditional, on campus (face-to-face) courses. Students must have the Paralegal Program *Computer Skills and Traditional/On-Campus Course(s) Verification Form* signed by their adviser and submitted to the Enrollment Services prior to or at the time of applying for graduation.

Transfer of Credits A Bachelor Degree is required for graduation. Up to 10 paralegal credits can be transferred into this certificate program with faculty approval. Transfer of legal credits will be allowed only from other ABA-approved paralegal programs. Any paralegal course transfer approval must be in writing and signed by your Paralegal Program faculty adviser.

Credit/Grade Requirements This Certificate requires successful completion of a minimum of **35** credits and evidence of the completion of a Bachelor Degree. A minimum of 15 legal credits must be taken in traditional, on campus classroom instruction. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses and must have a minimum 2.0 grade in Legal 200, 205, 210 and Legal 240.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning.
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/

Advisers The advisers for this program are

William Covington	wcovingt@edcc.edu	425-640-1552
Michael Fitch	mfitch@edcc.edu	425-640-1617
Anne Kastle	akastle@edcc.edu	425-640-1688
Clark Silliman	csillima@edcc.edu	425-640-1431

College Resources

Department Website	http://legal.edcc.edu
EdCC Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

Course	Qtr	Credit	Grade
Required Courses (20 credits)			
LEGAL 200 Introduction to Law & the Legal Process:CD	_____	5	_____
LEGAL 205 Civil Procedure	_____	5	_____
LEGAL 210 Legal Research	_____	5	_____
LEGAL 240 Contracts	_____	5	_____
Elective Legal Courses (15 credits minimum)			
LEGAL 214 Legal Ethics	_____	5	_____
LEGAL 215 Administrative Law	_____	5	_____
LEGAL 220 Real Estate & Property Law	_____	5	_____
LEGAL 222 Alternate Dispute Resolution	_____	5	_____
LEGAL 224 Medical Paralegal Law	_____	5	_____
LEGAL 225 Litigation Practice & Procedure	_____	5	_____
LEGAL 226 Torts-Personal Injuries & Liability	_____	5	_____
LEGAL 228 Law Office Technology	_____	5	_____
LEGAL 229 Law Office Procedures	_____	5	_____
LEGAL 230 Investigation Techniques	_____	5	_____
LEGAL 235 Probate Practice & Procedures	_____	5	_____
LEGAL 237 Estate Planning	_____	5	_____
LEGAL 245 Commercial Transactions	_____	5	_____
LEGAL 247 Intellectual Property	_____	5	_____
LEGAL 250 Family Law	_____	5	_____
LEGAL 254 Environmental Law	_____	5	_____
LEGAL 260 Corporations, LLCs & Partnerships	_____	5	_____
LEGAL 263 Debtor-Creditor Law	_____	5	_____
LEGAL 265 Consumer Protection	_____	5	_____
LEGAL 267 Employment Law	_____	5	_____
LEGAL 270 Compensation Law	_____	5	_____
LEGAL 275 Criminal Law	_____	5	_____
LEGAL 285 Labor Law	_____	5	_____
LEGAL 291 Legal Internship *	_____	1-5	_____
LEGAL 295 Advanced Legal Writing	_____	5	_____
LEGAL 296 Legal Seminars *	_____	1-3	_____
LEGAL 297 Job Placement Seminar *	_____	1	_____
LEGAL 299 Special Projects *	_____	5	_____

Bachelor Degree Required

Name of College or University

Date

Explanatory Notes

- * A maximum of 5 credits may be earned in each of these classes: LEGAL 291, 296, 297 and 299, with a total combined limit of 10 credits that can be earned in all of these courses cumulatively

_____ Adviser's Signature	_____ Date	_____ Dean's Signature	_____ Date
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