

Paralegal Studies Certificate of Achievement Student Worksheet Requirements

This is an information worksheet provided by the Paralegal Program 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 2023-2024 PCC Catalog, and see your counselor.

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

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

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Bus 12A | <input type="checkbox"/> Plgl 141 |
| <input type="checkbox"/> Plgl 134 | <input type="checkbox"/> Plgl 142 |
| <input type="checkbox"/> Plgl 135 | <input type="checkbox"/> Plgl 145A |
| <input type="checkbox"/> Plgl 137 | <input type="checkbox"/> Plgl 145B |
| <input type="checkbox"/> Plgl 138 | <input type="checkbox"/> Plgl 146 |
| <input type="checkbox"/> Plgl 139 | <input type="checkbox"/> Plgl 150 |

3. **Associates Degree or Higher**

Yes → *If yes, General Education and Elective unit requirements are satisfied by your degree award. Please stop here.*

No → *If no, please continue to requirements listed under 4 and 5 below.*

4. **General Education Requirements**

18 units of General Education course work consisting of:

- a. English composition – ENGL 001A/001AH.
- b. Courses from at least three of the following disciplines: social sciences, natural sciences, mathematics, humanities, foreign language, and English.
- c. Courses may be selected from the student's choice of GE pattern: CSU GE, IGETC, or PCC Local GE. Patterns can be found at <https://pasadena.edu/academics/degrees-and-certificates/aa-degrees/degree-requirements.php>
 - The following GE courses are not accepted, per ABA GE guidelines: BUS 014A, BUS 014B, CS 006, and CIS 062.
 - Note: Courses taken to complete the 18 units required for item #4 may not be used to satisfy any of the elective General Education course selections listed under #5 below.

5. Elective Course Requirements

10 elective units, chosen from the following two areas of elective courses (any combination of General Education or Paralegal Studies Elective courses are permitted):

- a. If student is pursuing an Associate of Science Degree, it is recommended to choose the 10 elective units from their selected GE pattern: CSU GE, IGETC, or PCC Local GE.
- b. If student is pursuing the Certificate ONLY, it is recommended to choose the 10 elective units from the list of Paralegal Studies Elective courses below:

- **Paralegal Studies Elective courses:**

- Bus 12B, Business Law (3 units)
- Plgl 136, Property Law, Bankruptcy and Creditors' Rights (3 units)
- Plgl 140, Family Law and Dissolution Procedures (3 units)
- Plgl 143, Workers' Compensation Law (3 units)
- Plgl 147, Introduction to E-Discovery (2 units)
- Plgl 148, Immigration Law (3 units)

To earn an Associate of Science Degree, the remaining associate degree requirements must be completed for the chosen GE pattern.