



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

# Paralegal Program

## Associate of Technical Arts Degree

### 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.

**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](http://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 faculty adviser and submitted to the Enrollment Services prior to or at the time of applying for graduation.

**Transfer of Credits** Non-legal credits will transfer from any accredited college to satisfy some or all of the 45 non-legal credit requirement. A Bachelor degree or an Associate of Arts/Sciences degree will satisfy all non-paralegal requirements including ENGL& 101.

Legal credits from any other ABA-approved paralegal program may transfer to satisfy some of the 45 legal credits required. Up to 20 legal credits may be transferred from other ABA approved paralegal programs. Legal courses from schools or departments that are not part of an ABA-approved paralegal program will not be accepted as legal credits under the requirements of this degree. Any paralegal course transfer approval must be in writing and signed by your Paralegal Program full-time faculty adviser. To transfer any credits, enrolled students must request an evaluation of their college transcripts through Enrollment Services. This should be done during the student's first quarter at the college. See your adviser if you have any questions about the transfer of credits.

**General Education/Related Instruction Requirements** Students who complete degrees or certificates of 45 credits or more are required to demonstrate learning in the following

general education/related instruction areas: oral and written communications, computation/quantitative skills, and human relations/group interaction.

**Credit/Grade Requirements** This ATA degree requires successful completion of a minimum of **90** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. A minimum of 25 of these 30 credits must be earned in the Paralegal Program at Edmonds. 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.

**Cultural Diversity** Edmonds Community College requires that students earning a degree or certificate of 45 credits or more meet the Cultural Diversity Requirement. Courses that satisfy this requirement are marked as “:CD” on the requirement sheet and/or “Meets Cultural Diversity Requirement” in the quarterly class schedule.

**Students are advised to**

1. Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year. Students who are new to college or with little college experience are recommended to take one quarter of non-legal courses prior to starting legal classes
2. Review the college catalog for required course prerequisites and include these in schedule planning
3. Communicate with a faculty adviser (see below)

**Graduation Application** A completed Graduation Application form must be submitted to Enrollment Services by the 10<sup>th</sup> 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/](http://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	<a href="http://legal.edcc.edu">http://legal.edcc.edu</a>
Home Page	<a href="http://www.edcc.edu">http://www.edcc.edu</a>
How to Enroll	<a href="http://getstarted.edcc.edu">http://getstarted.edcc.edu</a>
Transfer Center	<a href="http://transfer.edcc.edu">http://transfer.edcc.edu</a>
Advising appointments	425-640-1458
College Bookstore	<a href="http://bookstore.edcc.edu">http://bookstore.edcc.edu</a>

Course	Qtr	Credit	Grade
<b>I. General Education/Related Instruction Requirements (15 credits) [See Note 1]</b>			
<b>Communication Skills- 5 credits</b>			
ENGL& 101 English Composition I	_____	5	_____
<b>Computation/Quantitative Skills- 5 credits</b>			
ACCT 101 Accounting Fundamentals <b>OR</b>	_____	_____	_____
BUS 130 Business Math <b>OR</b>	_____	_____	_____
MATH& 107 (or higher) Math in Society <b>OR</b>	_____	_____	_____
PHIL& 106 Introduction to Logic	_____	5	_____
<b>Human Relations/Group Interaction- 5 credits [See Note 2]</b>			
_____	_____	_____	_____
<b>II. Liberal Arts (30 credits) [See Notes 1 &amp; 3]</b>			
CMST& 101 Introduction to Comm:CD <b>OR</b>	_____	_____	_____
CMST& 210 Interpersonal Communication <b>OR</b>	_____	_____	_____
CMST& 220 Public Speaking	_____	5	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>III. Approved Non-Legal Electives [See Note 4]</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>IV. Legal Requirements (20 credits)</b>			
LEGAL 200 Introduction to Law & the Legal Process:CD	_____	5	_____
LEGAL 205 Civil Procedure	_____	5	_____
LEGAL 210 Legal Research	_____	5	_____
LEGAL 240 Contracts	_____	5	_____
<b>V. Electives (25 credits) [See Note 5]</b>			
LEGAL 214 Legal Ethics	_____	5	_____
LEGAL 215 Administrative Law	_____	5	_____
LEGAL 220 Real Estate & Property Law	_____	5	_____
LEGAL 222 Alternative 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	_____	1-5	_____
LEGAL 297 Job Placement Seminar	_____	1	_____
LEGAL 299 Special Projects	_____	5	_____

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

## Explanatory Notes

- Note 1** ENGL& 101 and MATH& 107 (or higher level math course) and PHIL& 106 and any CMST class count toward the 30-credit Liberal Arts requirement
- Note 2\*** Requirement is met by Liberal Arts courses listed below marked with an asterisk (\*) or by other college-level Human Relations Courses. College-level Human Relations courses include: COPSY 101; FSS 195, 210, 215; SHS 115 (These courses do not count as Liberal Arts credits).
- Note 3** ABA Guidelines require that students select courses from at least three disciplines (departments)
- Note 4** Additional credits necessary to complete the 45 non-legal credits required for this degree may be selected from any college-level, non-legal course(s) of the student's choice, provided the requirements in Sections I-II are also met
- Note 5** 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 15 credits that can be earned in all of these courses cumulatively

## Liberal Arts

**Courses not on this list may also satisfy the Liberal Arts requirement. Consult faculty adviser**

Anthropology*	&100, &104, 130, &206, &210, &215, &216
American Sign Language	&121, &122, &123
Arabic	121, 122, 123, 221, 222, 223
Art	&100, 111, 112, 113, 126, 127, 128, 129, 225
Astronomy	&110, 120
Biology	105, 106, &175, &211, &212, &213, &241, &242, &260
Business	&101
Chemistry	&121, &131, &141, &142, &143, &241, &242, &243
Chinese	&121, &122, &123
Communications	101*
Communication Studies	&101*, 105, &210*, 215, &220, &230*
Drama	&101
Economics	130, 140, 150, &201, &202
English	100, &101, &102, 110, &111, 125, 140, 141, 142, 151, 152, 160, 161, 162, 165, 170, 171, 185, &220, &244, &245, &246, 275, 276
Environmental Science	&101
French	&121, &122, &123
Geography	100, 140, 207
Geology	&101
German	&121, &122, &123, 220
History	104, 105, 111, &116, &117, &118, &146, &147, &148, &214, 215, 246, 248
Humanities	101, 105, 106, 108, 109, 120, 201, 202, 210, 220, 230, 235
International Studies	201, 202
Japanese	&121, &122, &123
Journalism	125, 126, 135
Management*	100
Mathematics	&107, 140, &141, &146, &148, &151, &152, &153, &254, 271, 272
Music	101, 102, 103, &105, 107, 126, &141, &142, &143, &241, &242, &243
Nutrition	&101
Philosophy	&101, &106, 110, 267
Physics	&100, &121, &122, &123, &221, &222, &223
Political Science	&201, &202, &203, &204, 210, 224
Psychology*	&100, 208, &220, 290
Sociology*	&101, 115, 118, 125, 130, 200, &201, 214
Spanish	&121, &122, &123, &221, &222, &223, 230
Women's Studies	200*