IMPERIAL VALLEY COLLEGE 2011-2012 GENERAL CATALOG - CERTIFICATE AND MAJOR PROGRAMS

CERTIFICATE PROGRAM

LEGAL ASSISTANT CERTIFICATE

This program provides education and training for students considering a career in the legal industry as paralegals working under the direct supervision of lawyers in the public and private sectors.

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Twenty-seven (27) units required for the certificate

| ı. | Required | courses | for the certificate | |
|----|----------|---------|---------------------|---|
| | DLIO | 400 | D 0 (1 1 1 | ÷ |

| BUS | 126 | Bus & the Legal Environment | 3.0 |
|------|-----|------------------------------------|-----|
| ENGL | 101 | Reading and Composition | 3.0 |
| LEGL | 115 | Legal Procedures | 3.0 |
| LEGL | 116 | Law Office Management | 3.0 |
| LEGL | 117 | Criminal Litigation and Procedures | 3.0 |
| LEGL | 119 | Procedures and Discovery | 3.0 |
| LEGL | 120 | Corporations | 3.0 |
| LEGL | 121 | Legal Research | 3.0 |
| | | | |

Sub Total: 24.0

II. Acceptable courses for the certificate (select a minimum of 3 units from the following courses):

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|------|-----|---|-----|
| LEGL | 125 | Real Estate Law for Legal Assistants (3.0) | |
| LEGL | 126 | Wills, Trusts, Probate & Estate Admin (3.0) | |
| LEGL | 127 | Family Law (3.0) | |
| LEGL | 128 | Bankruptcy (3.0) | |
| LEGL | 129 | Torts (3.0) | |
| WE | 201 | Employment Readiness (1.0) | |
| WE | 220 | Internship (1.0-4.0) | |
| | | | |

Total: 27.0

3.0

ASSOCIATE DEGREE PROGRAM

LEGAL ASSISTANT MAJOR - A.A. DEGREE

This program provides education and training for students considering a career in the legal industry as paralegals working under the direct supervision of lawyers in the public and private sectors.

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Twenty-seven (27) units required for the major

I. Required courses for the major

| BUS | 126 | Bus & the Legal Environment | | 3.0 |
|------|-----|------------------------------------|------------|------|
| LEGL | 115 | Legal Procedures | | 3.0 |
| LEGL | 116 | Law Office Management | | 3.0 |
| LEGL | 117 | Criminal Litigation and Procedures | | 3.0 |
| LEGL | 119 | Procedures and Discovery | | 3.0 |
| LEGL | 120 | Corporations | | 3.0 |
| LEGL | 121 | Legal Research | | 3.0 |
| | | - | Sub Total: | 21.0 |

II. Acceptable courses for the major (select a minimum of 6 units from the following courses)

| the following courses) | | |
|------------------------|-----|---|
| LEGL | 125 | Real Estate Law for Legal Assistants (3.0) |
| LEGL | 126 | Wills, Trusts, Probate & Estate Admin (3.0) |
| LEGL | 127 | Family Law (3.0) |
| LEGL | 128 | Bankruptcy (3.0) |
| LEGL | 129 | Torts (3.0) |
| WE | 201 | Employment Readiness (1.0) |
| WE | 220 | Internship (1.0-4.0) |
| | | - |

Total: 27.0

6.0