PARALEGAL

Cascade Campus
Terrell Hall (TH), Room 109
971-722-5770
pcc.edu/programs/paralegal/

CAREER AND PROGRAM DESCRIPTION
A paralegal is a legal professional providing support to attorneys, corporations, public institutions and other employers in completing legal work. Paralegals perform all tasks under the supervision of an attorney, and may not practice law or provide legal services directly to the public except as permitted by law. Paralegals are not licensed or certified by the government in Oregon, and may be employed in a wide variety of job titles.

Under the direction of an attorney, legal professionals complete varied tasks, including interviewing clients and witnesses, keeping detailed records and managing files, drafting documents, completing factual research, reading and applying prior court decisions, and managing information and technology. Proficiency in computer applications is essential for all legal professionals. Before beginning the program, students should be familiar with basic computer and keyboarding skills. Specific legal computer programs are practiced in the legal software and research courses. Students are encouraged to ensure that they can keyboard by touch, and have verifiable skills in Microsoft Office programs by the time they complete the program.

PCC’s Paralegal program is approved by the American Bar Association, and supports student success by delivering quality education focused on practical skills necessary for a career as a legal professional in a rigorous, inclusive and supportive environment.

The Paralegal program schedules most classes in the evening and on Saturdays. Some classes are offered during the day, but most classes are available in the evening on a once-per-week schedule from 6:30 pm – 9:20 pm. Paralegal classes are in-person at the Cascade Campus and, occasionally, at the CLIMB Center.

The Paralegal program is a limited entry program with an application process. Application information may be obtained at https://www.pcc.edu/programs/paralegal/.

Students who complete the AAS in Paralegal degree may be able to transfer into a four-year degree program. Students wishing to complete a bachelor’s degree after the AAS in Paralegal should check with the specific four-year college or university for transferability.

DEGREES AND CERTIFICATES OFFERED

ASSOCIATE OF APPLIED SCIENCE DEGREE
Paralegal

ONE-YEAR CERTIFICATE
Paralegal

Academic Prerequisites
- High school completion or GED.
- Completion of reading, writing and math placement tests unless waived based upon equivalent course work or college degree.
- College level course work from an accredited college may be substituted for required degree and/or certificate course work.
- The Paralegal AAS Degree and the Paralegal Certificate are limited entry programs requiring department chair approval. For more details see the Paralegal Department webpage. Completing admission requirements does not guarantee admission into the program.

Academic Requirements
- A letter grade of “C” or better for all PL core courses is required. An overall GPA of at least 2.0 for all PL courses is required to graduate. PL 280A is offered as Pass/No pass only.

Non-Academic Prerequisites
- Program advising is required. Students planning to enroll in the program should contact the department for specific eligibility requirements and advising. For more details see the Paralegal Department webpage.

Non-Academic Requirements
- Visit the department web page for details on admission, prerequisites and requirements: www.pcc.edu/programs/paralegal/.

PARALEGAL AAS DEGREE
Minimum 90 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. In addition to required courses in the program of study, students must satisfy MTH 58/65 competency. Students should consult with program advisors in the department for course planning.

Paralegal Degree Courses

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PL 101</td>
<td>Introduction to Law - Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PL 102</td>
<td>Introduction to Law - Substantive Areas</td>
<td>3</td>
</tr>
<tr>
<td>PL 103</td>
<td>Introduction to Law - Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PL 107</td>
<td>Techniques of Interview</td>
<td>3</td>
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<td>Legal Software</td>
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</tr>
<tr>
<td>PL 204</td>
<td>Applied Legal Research and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Paralegal Program Electives 1</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>Paralegal Support Electives 2</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Restricted General Education 3</td>
<td></td>
<td>27</td>
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</tbody>
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Total Credits 90

1 Courses from other departments, such as BA or CJA may be used as Paralegal electives for up to six credits with prior approval. Students should consult the department for course approval.

2 Any 100 to 299 level course.

3 Twenty-seven credits must be from the AAS General Education list with the following restrictions: at least one class must be taken in each area (Social Science, Arts and Letters, and Science, Math and Computer Science); and the following courses from the AAS General Education list may not be used to satisfy these requirements: ART115, ART116, ART117, ART119, ART 131A/B/C, ART 140A/B/C, ART 141, ART 142A/B/C, ART 143A/B/C, ART 181 A/B/C, ART 231A/B/C, ART 237A/B/C, ART243, ART 253A/B/C, ART 256A/B/C, ART 270A/B/C, ART 277A/B/C, ART 279A/B/C, ART 281A/B/C, ART 284A/B/C, ART 287A/B/C, ART 289A/B/C, ART 291A/B/C, ART 292A/B/C, ART 293A/B/C, ART 294A/B/C, any ESOL courses, MUS111, MUS112, MUS113, MUS170, any TA courses, any CIS courses, and any CS courses.

PARALEGAL PROGRAM ELECTIVES

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<td>Investigation Techniques for Paralegals</td>
<td>3</td>
</tr>
<tr>
<td>PL 105</td>
<td>Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PL 109</td>
<td>Estate Planning</td>
<td>3</td>
</tr>
<tr>
<td>PL 111</td>
<td>Probate Practice</td>
<td>3</td>
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<tr>
<td>PL 113</td>
<td>Income Tax Law</td>
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<tr>
<td>PL 116</td>
<td>Real Property Law I</td>
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</tr>
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<td>PL 124</td>
<td>Law Office Management</td>
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Paralegal Certificate Courses

PL 101  Introduction to Law - Fundamentals  3
PL 102  Introduction to Law - Substantive Areas  3
PL 103  Introduction to Law - Ethics  3
PL 104  Techniques of Interview  3
PL 130  Legal Software  3
PL 201  Legal Research and Library Use  3
PL 202  Computer Research in Law  3
PL 204  Applied Legal Research and Drafting  3

Paralegal Program Electives  1

PL 105  Litigation  3
PL 106  Estate Planning  3
PL 111  Probate Practice  3
PL 113  Income Tax Law  3
PL 116  Real Property Law I  3
PL 124  Law Office Management  3
PL 140  Immigration Law for Paralegals  3
PL 206  Intellectual Property Law  3
PL 208  Family Law  3
PL 210  Elder Law  3
PL 216  Employment Law  3
PL 219  Contract and Consumer Law  3
PL 220  Worker's Compensation  3
PL 221  Bankruptcy Law  3
PL 222  Corporate Law Practice  3
PL 224  Torts and Personal Injury  3
PL 226  Criminal Law for Paralegals  3
PL 230  Litigation II  3
PL 235  Litigation III  3
PL 240  Environmental Law  3
PL 260  Administrative Law for Paralegals  3
PL 275  Paralegal Career Development  3
PL 280A  Cooperative Education: Paralegal  3

Paralegal One-Year Certificate

Minimum 45 Paralegal course credits. Students must meet all certificate requirements.

Total Credits  45

$ Course contains Related Instruction and cannot be substituted with another course; Related Instruction details can be viewed here.

1 Courses from other departments, such as BA or CJA may be used as Paralegal electives for up to six credits. Students should consult the department for course approval.

PL 101, Introduction to Law - Fundamentals. 3 Credits.
Covers sources and function of law in the United States, court systems and procedure, introductory legal analysis, and an overview of civil and administrative law. Prerequisite: WR 121. Audit available.

PL 102, Introduction to Law - Substantive Areas. 3 Credits.
Continues the study of several substantive areas of the law. Includes development of legal analytical and communication skills. Prerequisite: PL 101. Audit available.

PL 103, Introduction to Law - Ethics. 3 Credits.
Covers Oregon ethics rules and their practical application for the paralegal. Includes application of rules via systems and procedures used in law practice. Prerequisite: PL 101. Audit available.

PL 104, Investigation Techniques for Paralegals. 3 Credits.
Explores fundamental techniques of legal investigation from the incident scene to the courtroom. Includes ethics, research techniques, investigative strategies, recordkeeping, information sources, witness location, report writing, subpoenas, physical and demonstrative evidence. Prerequisites: PL 101. Audit available.

PL 105, Litigation. 3 Credits.
Covers litigation process with emphasis on civil litigation. Includes a study of tort law principles focusing on the trial process (investigation, discovery and motion practice) emphasizing preparation of documents and pleadings. Prerequisite: PL 101. Audit available.

PL 107, Techniques of Interview. 3 Credits.
Covers conducting client and witness interviewing techniques relevant to legal proceedings. Includes practicing simulated interviews. Prerequisite: WR 121. Prerequisite/concurrent: PL 101. Audit available.

PL 109, Estate Planning. 3 Credits.
Covers approaches to estate planning, including wills, trusts, shared ownership, gifts and life insurance. Includes objectives for estate planning, probate and the estate, and structures and results of different estate plans. Prerequisite/concurrent: PL 101. Audit available.

PL 111, Probate Practice. 3 Credits.
Covers preparation and filing of necessary papers used to administer an estate under Oregon state law. Audit available.

PL 113, Income Tax Law. 3 Credits.
Focuses on three key aspects of income taxation (principally federal income taxation). Includes basic concepts of income taxation, and understand the interaction of various components involved in the determination of the income tax. Covers the audit process, including how a taxpayer may appeal an audit decision and how an appeal may reach various courts. Learn how research differs from other legal research and will understand the implications of various types of authorities regarding tax law and procedure. Prerequisite: PL 101. Audit available.

PL 116, Real Property Law I. 3 Credits.
Covers introductory principles and procedures in real and personal property law including possessory interests, estates, deeds, contracts, servitudes, leases, title issues and real estate transactions. Prerequisite/concurrent: PL 101. Audit available.

PL 124, Law Office Management. 3 Credits.
Covers law office organization and management, personnel management, basic accounting, procedural and automated systems, and other aspects of law office management. Prerequisite/concurrent: PL 101. Audit available.

PL 130, Legal Software. 3 Credits.
Provides training in a variety of specialized legal software applications through lecture, discussing and other classroom activities in current legal software applications, which include legal software used for conflict-checking, timekeeping, litigation support and trial preparation. Prerequisite: PL 101 and CAS 133. Audit available.
PL 140. Immigration Law for Paralegals. 3 Credits.
Provides an overview of United States immigration laws. Includes review and study of many critical immigration law doctrines, including nationality and citizenship, inadmissibility and deportability grounds, the worldwide immigrant selection system, basic administrative law concepts, asylum and refugee law, and defenses to deportation. Includes analyzing fact situations, reviewing caselaw, drafting documents and applying remedies, principles and doctrines. Prerequisite: PL 101. Audit available.

PL 201. Legal Research and Library Use. 3 Credits.
Covers functions of the law library and the development of research skills through the use of digests, encyclopedias, reporter systems, statutes, secondary sources, and practice manuals. Prerequisites: PL 101. Audit available.

PL 202. Computer Research in Law. 3 Credits.
Covers how and when to use computers for legal research. Explores operational content differences between Fast Case and Lexis. Includes retrieving specific documents, checking citations, and practice research. Prerequisite: PL 201. Audit available.

PL 204. Applied Legal Research and Drafting. 3 Credits.
Covers legal research skills and the drafting of legal pleadings, documents and memoranda common to the practice of law. Includes preparation of a portfolio of student work completed in the paralegal program. Prerequisite: PL 202 and (WR 122 or WR 227). Audit available.

PL 206. Intellectual Property Law. 3 Credits.
Introduces the basic terms, concepts, laws, and administrative rules necessary to interpret and accomplish tasks typically assigned to paralegals by attorneys in intellectual property (IP) law practices. Emphasizes patent and trademark prosecution (filing documents with the United States Patent and Trademark Office), copyrights, and to a lesser extent, unique facets of IP litigation. Prerequisite: PL 101. Audit available.

PL 208. Family Law. 3 Credits.
Covers theory, procedure, and practical aspects of a domestic relations practice. Includes dissolution of marriage, issues of custody, visitation, property and debts, adoption, paternity, domestic violence, and prenuptial and co-habitation agreements. Prerequisite: PL 101. Audit available.

PL 210. Elder Law. 3 Credits.
Explores and provides strategies for preserving clients' quality of life as they age in the field of elder law, including important planning issues, such as where to live; financial management; health care; protection; insuring against risk of high costs of care; and planning for serious illness and death. Covers various tools, including elder abuse protection, long term care, Medicare and Medicaid, insurance, trusts, social security, guardianships and conservatorships and other planning issues. Prerequisite: PL 101 and PL 109. Audit available.

PL 216. Employment Law. 3 Credits.
Overview of Employment Law claims and remedies under state and federal law, including employment at will doctrine; wrongful discharge claims; discrimination based upon disability, age, gender and other claims; retaliation claims; Equal Pay Act, Family Medical Leave Act; health and safety issues; SUI process; and other relevant issues. Prerequisites: PL 101 and PL 109. Audit available.

PL 219. Contract and Consumer Law. 3 Credits.
Provides an overview of contract law and selected consumer law claims and defenses. Includes understanding the basics of contract information, contract provisions, contract claims and defenses. Covers selected consumer law issues, including lemon law, warranties and fair debt collection. Prerequisite: PL 101. Audit available.

PL 220. Worker's Compensation. 3 Credits.
Covers principles and procedures of the Oregon's worker's compensation system. Introduces the rules and concepts that control the right to compensation within the system as well as the procedural rules. Prerequisite/concurrent: PL 101. Audit available.

PL 221. Bankruptcy Law. 3 Credits.

PL 222. Corporate Law Practice. 3 Credits.
Covers most significant state corporation law: how to assist in preparation and filing of documents necessary to form a corporation, how to draft resolutions for corporate shareholders and directors' meetings, and how to pay dividends to shareholders or to terminate business and distribute property. Prerequisite: PL 101. Audit available.

PL 224. Torts and Personal Injury. 3 Credits.
Provides an overview of tort law and handling personal injury claims, including paralegal's role. Includes study of international torts, negligence and strict liability claims, defenses, vicarious liability, tort claims act, damages, analysis of fact situations, review of case law, draft pleadings, evaluation of damages, discovery issues, and application of principles discussed in class. Prerequisite/concurrent: PL 101. Audit available.

PL 226. Criminal Law for Paralegal. 3 Credits.
Covers general criminal law and procedure to gain a basic understanding of the criminal justice system as well as the Paralegal's role in the criminal justice system. Prerequisite/concurrent: PL 101. Audit available.

PL 230. Litigation II. 3 Credits.
Introduces and covers E-Discovery, the E-Discovery Reference Model ("EDRM") and the software used in law firms for document review. Covers current trends in the Federal Rules of Civil Procedure, social media and cloud computing discovery issues and the practical application of these rules. PC and Mac formats will be covered. Prerequisites: PL 101, PL 105, and PL 130. Audit available.

PL 235. Litigation III. 3 Credits.
Covers the paralegal's role in large-budget, deeply staffed litigation in which a range of lawyers and paralegals staff a case. Explores how to manage and track documents, assemble and organize documents to assist lawyers preparing for depositions and trial, and manage trial technology. Prerequisites: PL 101, PL 105, and PL 130. Prerequisite/concurrent: PL 230. Audit available.

PL 240. Environmental Law. 3 Credits.
Explores federal, state and regional policies involving environmental issues and cutting edge developments. Includes case law trends, building regulations, energy development, energy efficiency and climate change trends. Explores how the law can be ahead of industry and how industry can be ahead of the law. Prerequisite: PL 101. Audit available.

PL 250. Administrative Law for Paralegals. 3 Credits.
Covers the processes of administrative law as it applies to state and federal agencies. Focuses on specific administrative agencies, as well as career opportunities in the field of administrative law. Prerequisite: PL 101. Audit available.

PL 275. Paralegal Career Development. 1 Credit.
Covers application process and practices used to obtain employment in the legal field and begin developing a paralegal career or career in an alternative, related legal field. Required: 18 credits earned in Paralegal courses. Prerequisites: PL 101.

PL 280A. Cooperative Education: Paralegal. 1-3 Credit.
Students work at approved job sites to receive as varied and complete a job experience as possible under job conditions. Designed to meet the needs of the individual student and the conditions of the work site. Goals for each student are established by written Learning Objectives between the student and work site, approved by the Instructor or program. Department approval and completion of 18 credits hours in Paralegal Program (unless waived by the Department) are required. Audit available.