



CERT

**Legal Assistant
2022-2023**

45 credits

Paralegal Studies

Date of update: 07/12/2022

Program Coordinator/Advisor:

Crystal Sullivan

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Prerequisites: Placement into WR 121

Classes are offered fully online with the exception of LA 280 - Cooperative Work Experience

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
Term 1*	LA100	Legal Procedures I**	4	F,W	Prerequisite: Placement test scores into WR 115 or instructor permission
	LA102	Legal Terminology**	3	F,W,Su	None
	OA128	Editing for Business**	3	F,W	None
	Choose	Approved Elective	3 to 4		

***Courses must be taken together*

Term 2	LA101	Introduction to Paralegal Studies	3	W,S	None
	LA128	Legal Procedures II	4	W,S	Prerequisite: LA 100*, OA 128*, and LA 102*
	WR121	Academic Composition	4	F,W,S,Su	Prerequisite: WR 115* and RD 90*
	BA180 or MTH065 or higher	180 Business Mathematics or MTH 65	3 to 4	F,W,S	Prerequisite: MTH 020*
	Choose	Approved Elective	3 to 4		

Term 3	LA105	Civil Procedure	3	S,Su	Prerequisite: LA 101* and LA 128*
	LA132	Ethics for Legal Professionals	3	S	Prerequisite: LA 101* and LA 128*
	Choose	Approved Elective	2 to 4		
	LA280	CWE Paralegal	2	F,W,S,Su	Move to 2nd year if AAS major; Prerequisite: Instructor approval
	Choose	Human Relations Approved Course	3		

Electives listed on pages 2 and 3. Advisor notes and requirements listed on page 3.

Approved Electives (need a total of 10 electives from this list)	Course Number	Course Number/Title	Credits	Terms	Prerequisites/Notes
	BA165	Customer Service	3	F,S,Su	
	BA211	Principles of Accounting I	3	F,W	2nd year and recomm. BA128
	BA212	Principles of Accounting II	3	W,S	BA211
	BA213	Principles of Accounting III	3	S	BA212
	BA214	Business Communications	3	F,W,Su	
	CIS120	Intro to Computer Information Systems	4	F,W,S,Su	CIS100
	CIS125D	Computer Applications -Database	3	S	CIS120
	CIS125S	Computer Applications -Spreadsheets	3	W	CIS120
	CIS125W	Computer Applications -Word Processing	3	S	
	CJ105	Concepts of Criminal Law	3	F	
	CJ114	Cultural Diversity Issues in Criminal Justice	3	S	
	CJ120	Introduction to the Judicial Process	3	W	
	CWE161	Cooperative Work Experience: Paralegal		F,S	
	LA 280	Cooperative Work Experience: Legal Assistant	1 to 6	F,W,S,Su	There are 2 credits of LA280 required in the cert, but students are strongly encouraged to use LA280 as part of their approved electives to get additional on the job training. They can take anywhere from 1-6 credits of LA280 in addition to their required LA280 to count towards their electives.
	MED111	Medical Terminology I	3	F,W,Su	
	OA110	Alphabetic Keyboarding	2	F,W	
	OA116	Records Management	2	F	
	OA123	Formatting	4	W	Keyboarding speed 35 wpm or more
	PS201	US Government	3	F	
PS202	US Government	3	W	PS 201 and PS 202 should be taken in sequence	
PS203	US Government	3	S	Can be taken separately or in sequence	
PSY101	Psychology of Human Relations	3	F,W,S,Su		
SP105	Listening	3	W,S,Su	WR 095* or placement AND RD 090* or placement	
SP111	Fundamentals of Public Speaking	4	F,W,S,Su	WR 095* or placement AND RD 090* or placement	
SP218	Interpersonal Communications	3	W,S	WR 095* or placement AND RD 090* or placement	
WR122	Argument, Research, and Multimodal Composition	4	F,W,S,Su	WR 121*	
WR227	Technical Writing	4	F,W,S,Su	Recommended to complete WR 122 before enrolling in WR 227; Prerequisite: WR 121*	

	Course Number	Course Number/Title	Credits	Terms	Prerequisites/Notes
Human Relations (Approved List)	HD136	Strategies for Success	3	F,W,S	
	PSY101	Psychology of Human Relations	3	F,W,S,Su	
	SDP113	Human Relations for Supervisors	3	F	
	SP105	Listening	3	W,S,Su	WR 095 with a grade of C or better or placement scores of 70 or above in writing; AND RD 090 with a grade of C or better or placement scores of 85 or above in reading
	SP218	Interpersonal Communication	3	W,S	WR 095 with a grade of C or better or placement approved by measure; AND RD 090 with a grade of C or better or placement approved by measure
	SP219	Small Group Discussion	3	F	WR 095 with a grade of C or better or placement approved by measure; AND RD 090 with a grade of C or better or placement approved by measure

Advising Notes	LA 128 & LA 101 are also offered as trailer courses spring term, and LA 105 and LA 132 are offered summer term.
	Students who cannot accurately keyboard at least 45 wpm should plan to take OA110 or OA 124 in their first term. Must have keyboarding skill required before LA128.
	LA 280: recommend waiting until second year to take if students are not concerned about getting the certificate at the end of year one. Recommend taking back to back terms, preferably winter and spring, or spring and summer
	* Term 1 is based on a student starting in Fall term. If students start in Winter term, they should follow terms 1, 2, and 3 with winter, spring, and summer classes. If students start in spring term, it is best to work out this schedule with the coordinator, but would generally take LA101, WR121, BA180, and PSY101.

Required/ Recommended Equipment and Software	Reliable Internet Access
	PC with MS Word 2013 or newer
	Working knowledge of MS Word is required (no google docs)