



**2009-2010
Career and Technical
Programs**

**A collaboration
between Umpqua
Community
College and Lane
Community College
(541) 440-4663**

**Two-Year Associate
of Applied Science
Degree**

**One Year Certificate
of Completion**

Legal Assistant and Paralegal Studies

Lane now partners with Umpqua so that students may take classes at both institutions to become eligible for the One-Year Legal Assistant Certificate or the AAS Degree in Paralegal Studies through Umpqua Community College.

Lane students should complete most of the required courses at Lane. Since all of Umpqua's Paralegal courses are offered online and the practicum is arranged locally, students are able to complete a certificate or an AAS degree from Umpqua without the need to travel out of the Lane County area.

A student enrolled continuously at Lane or Umpqua or enrolled continuously in a combination of courses alternating between the colleges will be able to use the requirements in place when the student entered the program. Umpqua's five-year interruption clause will apply. Please see Umpqua Community College's catalog for graduation requirements.

It is recommended you contact the UCC Paralegal Coordinator, Crystal Sullivan, at (541) 440-4663 to assist you with program planning.

Umpqua's Legal Assistant Certificate Program

The 45 credit certificate program includes the following courses (All courses, except Co-op/CWE, are available online. All courses must be taken for a letter grade and passed with a grade of "C" or better)

Lane Courses

MTH 065 Beginning Algebra.....	4
WR 121 English Composition.....	4
LGL 201 Legal Procedures I.....	4
BT 180 Business Proofreading & Editing.....	4
CS 120 Concepts of Comp: Info Processing.....	4
LGL 202 Legal Procedures II.....	3
BA 211 Financial Accounting.....	4
LGL 203 Legal Procedures III.....	3
BA 214 Business Communications.....	4
BA 280L Co-op Ed: Legal Assistant.....	3

Choice of:

SP 105 Listening and Critical Thinking.....	4
SP 218 Interpersonal Communication.....	4

Or Equivalent Umpqua Courses:

MTH 065 Beginning Algebra.....	4
WR 121 English Composition.....	4
LA 100 Legal Procedures I.....	4
OA 128 Editing for Business.....	3
CIS 120 Intro to CIS.....	4
LA 101 Intro to Paralegal.....	3
BA 211 Principles of Accounting.....	3
LA 105 Civil Procedure.....	3
BA 214 Business Communications.....	3
LA 280 Cooperative Work Experience.....	2
Any UCC Approved Human Relations Course..	3

(See Umpqua's catalog for a complete list)

Additional Required Umpqua Courses for Certificate:

OA 240 Legal Terminology.....	3
LA 128 Legal Procedures II.....	4
LA 132 Ethics for the Professional.....	3

Umpqua's Paralegal Studies

AAS Program In addition to the Legal Assistant Certificate, the following courses are required for Umpqua's Associate of Applied Science Degree, Paralegal Studies (All courses are available online and must be passed with a grade of "C" or better):

Lane Courses

BA 101 Introduction to Business.....	4
BA 226 Business Law.....	4
BA 280L Co-op Ed: Legal Assistant.....	3
Electives or Co-op (Need 6 Credits)	
BA 213 Managerial Accounting.....	4
BA 218 Personal Finance.....	4
BT 017 Keyboard Skillbuilding 3.....	3

Want to know about courses and credits? See other side.

Legal Assistant and Paralegal Studies

(If needed to reach 45 wpm)

BT 114 MS EXCEL for Business	4
CIS 125D Software Tools 1: Databases	4
CJA 220 Introduction to Criminal Law	3
CJA 201 Juvenile Delinquency	3
SP 111 Fundamentals of Public Speaking	4
WR 122 English Comp: Style & Argument	4
WR 227 Technical Writing	4

Or Equivalent Umpqua Courses:

BA 101 Introduction to Business	4
BA 226 Business Law	4
LA 280 Cooperative Work Experience	2
Electives from Approved List or CWE (Need 6 Credits)	
BA 213 Principles of Accounting	3
BA 218 Personal Finance.....	3
OA 110 or 124 Keyboarding.....	3
(If needed to reach 45 wpm)	
CIS 125S Spreadsheets	3
CIS 125D Database	3
CJ 105 Concepts of Criminal Law.....	3
CJ 230 Intro to Juvenile Justice System.....	3
SP 111 Fundamentals of Public Speaking	3
WR 122 English Comp – Style/Argument.....	3
WR 227 Technical Report Writing	3
(See Umpqua’s catalog for a complete list of electives)	

Additional Required Umpqua Courses for AAS:

LA 208 Family Law.....	3
LA 210 Wills Probate and Estates	3
LA 204 Legal Research and Writing.....	3
LA 226 Criminal Law for Paralegals	3
LA 217 Real Estate Law	3
LA 224 Torts-Pleadings and Practice.....	4
LA 222 Contract Law	3
LA 230 Elder Law	3
BA 231 microcomputers in Business.....	4