

PROGRAM APPROVAL APPLICATION
NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED
(This application may not exceed 3 pages)

Fill In Form

ABA Certified Paralegal Certificate of Achievement
 Proposed Program Title

Los Angeles City College
 College

Upon approval by the American Bar Association,
 estimated as Fall 2018.
 Projected Program Start Date

Los Angeles Community College District
 District

Contact Information

Adriene "Alex" Davis

Voting Member

(323) 953-4000, Ext. 2594
 Phone Number

Dean, Academic Affairs, Office of Economic Development
 and Workforce Education
 Title

davisaa@lacitycollege.edu
 Email

Goal(s) of Program (Check all that apply):

Career Technical Education (CTE) Transfer Other

Type of Program (Check all that apply):

Certificate of Achievement 12-17 (or 17-27 quarter) units Certificate of Achievement 18+ semester (or 27+ quarter) units
 Associate of Science Degree Associate of Arts Degree

Reason for Approval Request (Check One):

New Program Substantial Change Locally Approved

Program Information

1402 Recommended [Taxonomy of Program \(TOP\) Code](#)
 _____ Units for Major-Degree
 _____ Total Units for Degree
 _____ Required Units-Certificate

Written Form

1. Insert the description of the program as it will appear in the catalog. (See PCAH pp. 142 and 170)

The Paralegal Program at Los Angeles City College offers an Associate in Arts Degree in Paralegal Studies, which requires 43 units of coursework and 18 units in general education coursework, as required for an A.A. Degree. The ABA Certified Paralegal Certificate of Achievement is available for students who hold an Associate's Degree or higher from a regionally accredited post-secondary institution. Students eligible for a Paralegal Certificate of Achievement must complete 43 core units of coursework.

2. Provide a brief rationale for the program.

The ABA Certified Paralegal program at Los Angeles City College provides practical, hands-on education for high-demand jobs in Southern California. California law requires a paralegal to have a certificate from an ABA-approved program, a degree from an accredited institution with at least 24 units of law-related courses, or a Bachelor's degree with a year of law-related experience. (Business and Professions Code Section 6450)

A certificate for those who already possess a degree is a more efficient use of taxpayer dollars by avoiding unnecessary duplication of units, and ensures the enrolled student swifter access to employment as a paralegal.

3. Summarize the Labor Market Information (LMI) and employment outlook (including citation for the source of the data) for students exiting the program. (See PCAH pp. 85-88, 136, 147, 148, 165, 168, and 176)

Paralegal and Legal Assistant jobs are projected to grow by eight percent (8%) nationally and by thirteen percent (13%) in California from 2014 to 2024. (Bureau of Labor Statistics, U.S. Department of Labor, [Occupational Outlook Handbook, 2016-17 Edition, Paralegals and Legal Assistants](#), visited October 5, 2017). The median annual salary ranges from \$46,000 to \$64,000 nationally, with an average of nearly \$60,000 in California. *Ibid.*

However, paralegal positions with only an A.A. degree may be subject to automation pressures. (Bloomberg Businessweek, *Probability of Automation in Various Field of Occupations in The United States in 2014*, June 22, 2017) In addition, employers may prefer someone with a higher degree. (U.S. News & World Report, "19 Best Jobs for Community College Graduates" by Susannah Snider, June 30, 2017.) Therefore, a certificate for a student with a degree will lend itself to greater employability in the long term.

Finally, the role of in-house counsel continues to grow. (Altman Weil. "Aside from Your Traditional Law Firm Competitors, Is Your Firm Losing Any Business to Other Providers of Legal Services?" Statista - The Statistics Portal, Statista, www.statista.com/statistics/623681/law-firm-non-traditional-legal-services-competitors/, Accessed 5 Oct 2017) Businesses are in-sourcing more legal work, and so there will be paralegal positions included in that growth. *Ibid.* However, in-house legal work typically requires greater knowledgeability in the client's business operations, and a broader span of various areas of law.

4. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (There is space for 10 listings, if you need more, please contact laocrc@rscdd.edu)

College	Program	Who You Contacted	Outcome of Contact
Cerritos	Paralegal	Bruce Greenberg	No objection
Coastline	Paralegal	Stephen Barnes	No objection
El Camino	Paralegal	Vi Pham	No objection
Fullerton	Paralegal	Steven Dayton	No objection
Irvine Valley	Paralegal	J. Iona	No response
Mt. San Antonio	Paralegal	R. Cifone	No response
Pasadena City	Paralegal	E. Estes	No response
Santa Ana	Paralegal	Madeline Grant	No response

East Los Angeles, Southwest, LA Mission College, and LA Trade Technical College	Paralegal	Isabel Yeung, Allison Moore, Vilma Bernal, and Paulette Bailey	No objection from Mission; no response from the others
West Los Angeles	Paralegal	Patricia Morris	Objection

5. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (There is space for 20 listings, if you need more, please contact laocrc@rscdd.edu). (See PCAH pp. 143 and 171)

Courses	Course Number	Course Title	Units
Associate's Degree or higher	NA	NA	
Law	10	Intro. to Legal Assistant I	3
Law	11	Intro to Legal Assistant II	3
Law	12	Tort Law and Claims Investigation	3
Law	14	Legal Document Production	3
Law	17	Legal Writing	3
Law	51	Legal Research for Paralegals	3
Law	1	Business Law I	3
Law	2	Business Law II	3
Law	19	Real Property Law	3
CAOT	84	Word Processing, Keyboarding, and Operations	3
Communications Studies	101	Oral Communication I	3
Library Science	101	Library Research Models	1
Law	4	Directed Field Work	3
Two electives in Law courses			6

6. Include any other information you would like to share.

Once this program is approved, Los Angeles City College will still need to obtain the approval of the American Bar Association before it can be offered.