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A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as Legal Assistants in some legal settings.

The curriculum provides students with practical legal skills enabling them to draft legal documents with minimum supervision. Students also are familiarized with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated throughout the program. Students also learn how to manage practical ethical dilemmas commonly encountered as working paralegals.

Earning a Certificate of Achievement from the L.A. Mission College Paralegal Studies Program (36 units/12 law classes) complies with the educational requirements of California law (<http://profj.us/newlaw>) regulating paralegals in the State of California.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Correctly use legal terminology and understand the fundamentals of our legal system; its processes and procedures;
- Conduct effective legal research;
- Prepare legal briefs and/or memoranda and court documents in a professional and competent manner.

REQUIRED COURSES	UNITS
LAW 001 Business Law I	3
LAW 002 Business Law II	3
LAW 010 Introduction to Legal Assistant I	3
LAW 011 Introduction to Legal Assistant II	3
LAW 012 Tort Law & Claims Investigation	3
LAW 013 Wills, Trusts & Probate Administration	3
or LAW 035 Immigration Law for Paralegals	3
LAW 016 Civil & Criminal Evidence	3
LAW 017 Legal Writing	3
LAW 018 Marriage & Family Law	3
LAW 019 Property & Creditor Rights	3
LAW 020 Basic Probate Procedure	3
LAW 034 Legal Research Lab	3
<b>Total</b>	<b>36</b>

### CERTIFICATE OF ACHIEVEMENT Pharmacy Technician – Advanced (M035263D)

This program is designed to prepare students for a career in pharmacy. Upon successful completion of the required coursework students are eligible to apply for the State of California Pharmacy Technician licensure and are prepared to work in outpatient, inpatient, and home health care pharmacy settings.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Work in various pharmacy settings
- Acquire the fundamental pharmacy technician skills in an outpatient, inpatient, or home health care pharmacy setting
- Apply ethics and growth related to the pharmacy technician profession

REQUIRED COURSES	UNITS
PHRMCTK 023 Introduction to Pharmacy	2
PHRMCTK 029 Body Systems I	3
PHRMCTK 030 Body Systems II	3
PHRMCTK 031 Pharmacy Calculations	2
PHRMCTK 032 Pharmacy Operations	4.5
PHRMCTK 034 Community Pharmacy Externship	2.5
PHRMCTK 035 Inpatient Pharmacy Services	2
PHRMCTK 036 In-Patient Pharmacy Externship	2.5
PHRMCTK 037 Sterile Products	4.5
PHRMCTK 038 Sterile Products Externship	2.5
<b>Total</b>	<b>28.5</b>