



PARALEGAL TECHNOLOGY

• Associate of Applied Science

About The Program

The Paralegal Technology program provides students with the educational background and training required to become a paralegal, legal assistant or legal aide, able to assist a licensed attorney in providing legal services to their clients. The program provides the knowledge and skills regarding the legal system and substantive and procedural law necessary to perform many routine legal processes under the supervision of a licensed attorney.

Career Potential

Employing a paralegal enables the attorney to delivery more cost-effective legal services to their clients. The duties of paralegals vary depending on the area of practice and the type of employer. Some examples of duties are as follows:

- Litigation:
 - Civil
 - Criminal
 - Employment
 - Probate and Estate Administration
- Transactional:
 - Contract
 - Securities
 - Mergers and Acquisitions
 - Bankruptcy and Debt Collection
- Government:
 - Federal, State, or Local
 - Administrative
 - Community Legal Aid

Admission Requirements

To be admitted into the Paralegal Technology program students must:

- Fulfill all WCCCD admission requirements.
- Declare program intent on the WCCCD admission application or change program intent at the campus admission office.
- Fulfill course placement requirements based on the COMPASS test.
- Complete and submit the WCCCD Program admission application to the PLT Faculty Discipline Chair or designee.
- Complete the following courses at WCCCD or obtain equivalent transfer credit for the following courses: ENG 119, PS 101, BUS 225, and SPH 101.

Associate of Applied Science Degree Requirements

GENERAL EDUCATION COURSES

ENG 119	English I	3
ENG	English Requirement (except ENG 134)	3
MAT 113	Intermediate Algebra	3
SPH 101	Fundamentals of Speech	3
	- OR -	
SPH 105	Improving the Speaking Voice	3
PS 101	American Government	3
	Humanities Requirement	3
	Social Science Requirement	3
	Natural Science with Lab Requirement	4
	Electives	6

CAREER COURSES

PLT 105	Legal Interviews and Investigation	3
PLT 120	Legal Research Writing I	3
PLT 130	Law Office Management	3
PLT 135	Professional Responsibility/ Legal Ethics	3
PLT 140	Business Organization and Corporation Law	3
PLT 150	Legal Comp & Research II	3
PLT 160	General Practice Survey	3
PLT 170	Probate Law and Practice	3
PLT 210	Administrative Law and Procedure	3
PLT 220	Criminal Law Practice and Procedure	3
PLT 245	Debtor Relief & Creditor Rights	3

PROGRAM

TOTAL CREDITS 64

* Program totals may not include prerequisite work.

WCCCD Central Administration Building

801 West Fort Street
Detroit, MI 48226

General Information Number
(313) 496-2600

Career Program Hotline
1-800-300-2118

Information Website:
www.wcccd.edu

E-mail:
info@wcccd.edu

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