

PARALEGAL STUDIES: BILINGUAL (ENGLISH/ SPANISH)

Certificate of Achievement Career/Technical (Major Code: A2519)

The paralegal (legal assistant) works under the supervision of an attorney. Responsibilities are broad and varied including preparing and interpreting legal documents, interviewing clients, performing legal research, preparing for trial, and organizing and managing documentation. Paralegals often work with attorneys in specialized areas of law such as immigration, family law, personal injury, contracts, wills, trusts, and probate.

Program Student Learning Outcome

- Students read case law and prepare a written analysis in English analyzing the law to the facts of the case.

Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment (<http://www.swccd.edu/gainfulemployment/>).

Code	Title	Units
Program Requirements		
BUS 226	INTERPRETATION AND TRANSLATION: LEGAL	3
BUS 229	LEGAL TERMINOLOGY--BILINGUAL (ENGLISH/SPANISH)	3
LEGL 255	INTRODUCTION TO LAW AND LEGAL TERMINOLOGY	3
LEGL 256	INTERNATIONAL LAW FOR BUSINESS	3
LEGL 258	LEGAL COMMUNICATIONS	3
LEGL 259	LEGAL ETHICS AND PROFESSIONAL RESPONSIBILITY	1
LEGL 260	LEGAL RESEARCH	3
LEGL 261	CIVIL LITIGATION I	3
LEGL 262	IMMIGRATION LAW AND PROCEDURE	3
LEGL 270	COMPUTER SKILLS FOR LEGAL PROFESSIONALS	2.5
SPAN 216	SPANISH FOR BILINGUALS II **	5
Select 1-3 units of the following: *		1-3
LEGL 290	LEGAL COOPERATIVE WORK EXPERIENCE I	
LEGL 291	LEGAL COOPERATIVE WORK EXPERIENCE II	

LEGL 292	LEGAL COOPERATIVE WORK EXPERIENCE III	
LEGL 293	LEGAL COOPERATIVE WORK EXPERIENCE IV	
Select 5 units of the following:		5
LEGL 225	LAW OFFICE MANAGEMENT	
LEGL 263	FAMILY LAW	
LEGL 264	WILLS, TRUSTS, AND ESTATES	
LEGL 266	MEDIATION, NEGOTIATION, AND CONFLICT MANAGEMENT	
LEGL 267	INTERVIEWING AND INVESTIGATION FOR PARALEGALS	
LEGL 268	COMPUTER ASSISTED LEGAL RESEARCH (CALR)	
LEGL 269	CIVIL LITIGATION PROCEDURES	
LEGL 271	INTRODUCTION TO INTELLECTUAL PROPERTY	
LEGL 272	BUSINESS ORGANIZATIONS	
Total Units		38.5-40.5

- * 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in the LEGL 290–LEGL 293 series. Program faculty and Student Employment assist students with placements, which can consist of as few as four hours per week for students working full-time. Students who are presently employed in a law office may use their employment to fulfill their requirement. These hours can include summer work. The instructor must approve the work experience for application to the program.
- ** Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.

Note: The certificate of achievement is awarded only to students who possess an associate or higher degree in any major prior to completing the paralegal program.

Note: Paralegals may not provide legal services directly to the public except as permitted by law. The Paralegal Studies Program prepares students to work under the supervision of an attorney in accordance with California law. A paralegal may not engage in the unauthorized practice of law by giving legal advice or appearing in court. To do so would be a crime in the state of California.