

PARALEGAL STUDIES

Associate in Science

Career/Technical (Major Code: A2516)

Prepares students for a career as a paralegal or other law-related career with a multicultural international perspective. Trains students with a combination of legal theory, principles, procedures, and practical applications, including a hands-on paralegal internship. Emphasizes research, litigation, trial preparation skills, including familiarity with court documents, interviewing clients, drafting legal documents, and experience with legal software.

Program Student Learning Outcome

- Students read case law and prepare a written analysis of how the law applies to the facts of the case.

| Code | Title | Units |
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| Program Requirements | | |
| LEGL 255 | INTRODUCTION TO LAW AND LEGAL TERMINOLOGY | 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 268 | COMPUTER ASSISTED LEGAL RESEARCH (CALR) | 2 |
| LEGL 270 | COMPUTER SKILLS FOR LEGAL PROFESSIONALS | 2.5 |
| LEGL 290 | LEGAL COOPERATIVE WORK EXPERIENCE I | 1-3 |
| or LEGL 291 | LEGAL COOPERATIVE WORK EXPERIENCE II | |
| or LEGL 292 | LEGAL COOPERATIVE WORK EXPERIENCE III | |
| or LEGL 293 | LEGAL COOPERATIVE WORK EXPERIENCE IV | |
| Select 11 units from the following courses: | | 11 |
| LEGL 225 | LAW OFFICE MANAGEMENT | |
| LEGL 256 | INTERNATIONAL LAW FOR BUSINESS | |
| LEGL 262 | IMMIGRATION LAW AND PROCEDURE | |
| 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 269 | CIVIL LITIGATION PROCEDURES | |
| LEGL 271 | INTRODUCTION TO INTELLECTUAL PROPERTY | |
| LEGL 272 | BUSINESS ORGANIZATIONS | |
| Select 3 units from the following courses: | | 3 |
| AJ 151 | CONCEPTS OF CRIMINAL LAW | |
| AJ 156 | LEGAL ASPECTS OF EVIDENCE | |
| AJ 181 | JUVENILE LAW AND PROCEDURES | |
| BUS 140 | BUSINESS LAW/THE LEGAL ENVIRONMENT OF BUSINESS | |

RE 106 LEGAL ASPECTS OF REAL ESTATE

Total Units

32.5-34.5

- * 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in LEGL 290.

Program faculty and Student Employment Services 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 this requirement. These hours may include summer work. The instructor must approve the work experience for application to the 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, giving legal advice, or appearing in court. To do so would be a crime in the state of California.

To earn an associate degree, additional general education and graduation requirements (<http://catalog.swccd.edu/certificates-certifications-degrees-csuuc-requirements/>) must be completed.