

# 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
<b>Program Requirements</b>		
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
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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.