

PARALEGAL STUDIES

Certificate of Achievement Career/Technical (Major Code: A2518)

The goal of the Paralegal Studies Program is to prepare students for employment in the legal field as paralegals, and this program is offered for paralegal education. The paralegal works under the supervision of an attorney. Responsibilities are broad and varied including understanding procedural and substantive law; applying strong written and oral communication skills; engaging in critical thinking; identifying legal ethical issues; preparing legal documents in both transactional and litigation cases; interviewing clients; locating, analyzing, citing, and effectively using legal authority; 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

- Student's read case law and prepare a written analysis of 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: <http://www.swccd.edu/gainfulemployment> (<http://www.swccd.edu/gainfulemployment/>).

Code	Title	Units
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
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 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: 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, giving legal advice, or appearing in court. To do so would be a crime in the state of California.