

# PROGRAM OF STUDY

## Paralegal Studies Associate in Arts

The paralegal profession continues to be one of the fastest growing professions in the United States. COC's Paralegal Studies curriculum prepares students for positions as paralegals in order to improve the accessibility, quality, and affordability of legal services. The Paralegal Studies program goals are to ensure that students who successfully complete the Paralegal Studies Program by obtaining an associate degree have a broad-based understanding of the American legal system and the role of the paralegal in that legal system; the legal theoretical background needed to perform paralegal tasks in substantive areas of law and legal specialties; the knowledge of procedural law emphasizing the paralegal's role in litigation, mediation, and arbitration; the skills in areas including investigation, legal research, conducting an interview, and written and oral communications; ethically serve the public and the legal system; and the tools needed to become contributing members of the legal profession. Successful paralegals have excellent organizational skills and the ability to perform complex, detailed work quickly and accurately, as well as the ability to work well under pressure. Examples of tasks commonly delegated to paralegals include performing legal and public records research, obtaining and organizing evidence, interviewing clients and witnesses, conducting legal research, and drafting legal documents.

### **Student Learning Outcome:**

Demonstrate proficiency in the core skills and knowledge required for employment as a paralegal.

### **Program Requirements:**

		<b>Units</b>
PARLGL 101	Introduction to Law	3 - 0
PARLGL 104	Contract Law	3 - 0
PARLGL 105	Tort Law	3 - 0
PARLGL 106	Legal Analysis & Writing	3 - 0
PARLGL 107	Legal Ethics	1 - 0
PARLGL 108	Legal Research	3 - 0
PARLGL 109	Computer Literacy for Paralegals	3 - 0
PARLGL 111	Civil Litigation I	3 - 0
PARLGL 112	Civil Litigation II	3 - 0
PARLGL 150	Family Law	3 - 0
PARLGL 200	Paralegal Seminar	1 - 0

### **Plus a minimum of two units from the following:**

		<b>Units</b>
CWE 188	Cooperative Work Experience Education	1 - 4

### **Recommended electives:**

		<b>Units</b>
PARLGL 140	Bankruptcy	3 - 0
PARLGL 180	Estate Planning	3 - 0
POLISC 150	Introduction to American Government and Politics	3 - 0
	<b>or</b>	
POLISC 150H	Introduction to American Government and Politics - Honors	3 - 0

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**Total Units**

**31**

PID 174