

## Paralegal Studies - AA (American Bar Association (ABA) GE Track)

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*+If you have completed coursework at another college and/or are starting in a semester other than a Fall term, please follow up with the Counseling Department to determine if this sequence is appropriate for your academic and career goals.*

**Program Description:** 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's 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, legal technology, 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.

**American Bar Association (ABA) Approved Program:** To remain ABA-approved, students must comply and complete ABA-approved [Paralegal general education](#). ***The ABA stresses that Paralegals may not provide legal services directly with the public except as permitted by law.***

College of the Canyons does not accept legal specialty courses from a school that is not ABA approved or accredited by a College of the Canyons approved accrediting body. College of the Canyons limits the transfer of legal specialty units (i.e., Paralegal courses) to 12.0 semester units from an ABA approved program or 9.0 semester units from a non-ABA approved program. The limits stated above are for substitution of paralegal courses. Therefore, it is likely that if you have taken many paralegal courses at another institution, you will be limited on the number of courses that transfer and substitute for paralegal courses. In addition, the courses transferring will be examined for rigor, subject matter, delivery modality (lecture, hybrid, etc.), and topics covered by assignments and/or projects. Merely having the same course name is insufficient. Potential students are encouraged to meet with the department chair prior to attending so that transfer credits can be discussed and course planning can occur.

Per ABA Guidelines, all students are required to take at least 9 semester credits of legal specialty (i.e., Paralegal courses) through traditional classroom instruction, which includes OnlineLive modality.

**Program SLO:** Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a paralegal.

***Important Transfer Information:*** *The sequence listed below meets requirements for the AA degree. If you are interested in transferring to a four year university, connect with a counselor to develop an individual student education plan through the Counseling Department @ <https://www.canyons.edu/counseling> or (661) 362-3288/(661) 362-3811.*

Major courses are sequenced and **BOLDED** based on recommendations by the [Paralegal Studies Department](#).

**First Semester (1-14 units)** FA = Fall; WI = Winter; SP = Spring; SU = Summer

| Course                 | Title                                                               | Units     | Major and GE Courses      |
|------------------------|---------------------------------------------------------------------|-----------|---------------------------|
| <b>PARLGL 101</b>      | <b>Introduction to Law (FA, SP, SU)</b>                             | <b>3</b>  | <b>Major</b>              |
| <b>PARLGL 150</b>      | <b>Family Law (FA, SP)</b>                                          | <b>3</b>  | <b>Major</b>              |
| <b>PARLGL 107</b>      | <b>Legal Ethics (FA, WI)</b>                                        | <b>1</b>  | <b>Major</b>              |
| ENGLISH 101/101H       | English Composition (FA, WI, SP, SU)                                | 4         | Area Di                   |
| *Social Science Course | Choose one course from the ABA Paralegal GE Area B (FA, WI, SP, SU) | 3         | Area B & Diversity Area 4 |
| <b>Term Total:</b>     |                                                                     | <b>14</b> |                           |

Check the [Honors website](#) for most recent course offerings. Must be enrolled in the Honors program to take courses, see below.

\*Consider taking a Social Science course with a (\*) indication on the ABA Paralegal GE Checklist. Courses with an (\*) on the Checklist will double-count toward the Diversity Requirement. See the [ABA GE Checklist](#) for options.

### Interession I (15-17 units)

| Course                                                                                        | Title                                                                                                                                 | Units    | Major and GE Courses                                                     |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------|
| American Institutions<br>Choose Option I or II –<br><i>Department Recommends<br/>Option I</i> | Complete first course in chosen option<br>(note: must take both classes within one option)<br>(FA, WI, SP, SU) <i>see table below</i> | 3        | American Institutions –<br><i>(Department Recommends<br/>POLISC 150)</i> |
| <b>Term Total:</b>                                                                            |                                                                                                                                       | <b>3</b> |                                                                          |

### Second Semester (18-32 units)

| Course                                                                                           | Title                                                                                                                                                                                                                                                | Units        | Major and GE Courses |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|
| <b>PARLGL 104</b>                                                                                | <b>Contract Law (FA, SP)</b>                                                                                                                                                                                                                         | <b>3</b>     | <b>Major</b>         |
| <b>PARLGL 105</b>                                                                                | <b>Tort Law (FA, SP)</b>                                                                                                                                                                                                                             | <b>3</b>     | <b>Major</b>         |
| <b>PARLGL 109</b>                                                                                | <b>Legal Technology (FA, SP)</b>                                                                                                                                                                                                                     | <b>3</b>     | <b>Major</b>         |
| Math Competency Course<br><i>Department Recommends<br/>MATH 100 OR MATH 140<br/>or MATH 140X</i> | Choose one course from the ABA Paralegal GE Area 3 (FA, WI, SP, SU) <i>Department Recommends<br/>Math 100: Liberal Arts Math (FA, SP) for AA Goal<br/>OR Math 140: Statistics (FA, WI, SP, SU) for<br/>transfer goal &amp; Pathway to Law School</i> | 3-5          | Area 3 and Dii       |
| Humanities and Fine Arts –<br><i>Department Recommends<br/>COMS 105/105H OR<br/>COMS 225</i>     | Choose one course from the ABA Paralegal GE Area C (FA, WI, SP, SU) <i>Department Highly<br/>Recommends: COMS 105: Fundamentals of Public<br/>Speaking (FA, WI, SP, SU) OR COMS 225: Strategies<br/>of Argumentation (FA, SP)</i>                    | 3            | Area C               |
| <b>Term Total:</b>                                                                               |                                                                                                                                                                                                                                                      | <b>15-17</b> |                      |

### Interession II (33-35 units)

| Course                                                | Title                                                                                                                                                                              | Units    | Major and GE Courses                                                                        |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------|
| PARLGL 140, 160, 170 or 180<br>or another AA Elective | Bankruptcy (SU); Worker's Compensation in CA (FA); Law for Business Organizations (WI); or Estate Planning (SP) or any 3-unit 100 level course that satisfies the ABA Paralegal GE | 2-3      | Elective - <i>(Department<br/>Recommends a PARLGL course<br/>to satisfy elective units)</i> |
| <b>Term Total:</b>                                    |                                                                                                                                                                                    | <b>3</b> |                                                                                             |

### Third Semester (36-48 units)

| Course                                  | Title                                                                                                                                                                                                 | Units        | Major and GE Courses |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|
| <b>PARLGL 108</b>                       | <b>Legal Research (FA, SP)</b>                                                                                                                                                                        | <b>3</b>     | <b>Major</b>         |
| <b>PARLGL 111</b>                       | <b>Civil Litigation I (FA, SP)</b>                                                                                                                                                                    | <b>3</b>     | <b>Major</b>         |
| <b>CWE-186 PLGL or<br/>CWE-188 PLGL</b> | <b>Cooperative Work Experience Education in<br/>Paralegal (paid or unpaid) (FA, WI, SP, SU)</b>                                                                                                       | <b>2-4</b>   | <b>Major</b>         |
| Natural Science                         | Choose one course from the ABA GE Area A (FA, WI, SP, SU)                                                                                                                                             | 3            | Area A               |
| Physical Education and<br>Wellness      | HLHSCI 100 - Health Education (FA, WI, SP, SU)<br>HLHSCI 150 - Nutrition (FA, SP, SU)<br>HLHSCI 243*-Women and Health (FA, SP)<br>HLHSCI 149-Nutrition & Wellness for Balanced<br>Living (FA, SP, SU) | 2-3          | Area F               |
| <b>Term Total:</b>                      |                                                                                                                                                                                                       | <b>13-16</b> |                      |

### Interession III (49-51 units)

| Course                | Title                                                                                                           | Units    | Major and GE Courses                                                       |
|-----------------------|-----------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------|
| American Institutions | Complete second course in chosen option<br>(note: must take both classes within one option)<br>(FA, WI, SP, SU) | 3        | American Institutions –<br>(Department Recommends<br>HIST 111 or HIST 112) |
| <b>Term Total:</b>    |                                                                                                                 | <b>3</b> |                                                                            |

### Fourth Semester (52-60 units)

| Course                                      | Title                                                                                                                         | Units     | Major and GE Courses |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|
| PARLGL 106                                  | Legal Analysis and Writing (FA, SP)                                                                                           | 3         | Major                |
| PARLGL 112                                  | Civil Litigation II (FA, SP)                                                                                                  | 3         | Major                |
| PARLGL 200                                  | Paralegal Seminar (SP)                                                                                                        | 1         | Major                |
| AA Elective – Dept<br>Recommends PARLGL 180 | Choose any 100 level course that satisfies the<br>ABA Paralegal GE (FA, WI, SP, SU) – Dept<br>Recommends Estate Planning (SP) | 2-3       | Elective             |
| <b>Term Total:</b>                          |                                                                                                                               | <b>10</b> |                      |

**Total Units: 60+**

**Paralegal Electives -** *If you need additional elective units, consider one of the following:*

|            |                                     |   |
|------------|-------------------------------------|---|
| PARLGL 140 | Bankruptcy (SU)                     | 3 |
| PARLGL 160 | Worker's Compensation in CA (FA)    | 3 |
| PARLGL 170 | Law for Business Organizations (WI) | 2 |
| PARLGL 180 | Estate Planning (SP)                | 3 |

**American Institutions Requirement** – Select one of the options below and complete a total of 6 units. Department recommends Option 1.

|                 |                                                                                                                                                                                |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Option 1</b> | One course from the following: Economics 170/170H, History 111/111H, History 112/112H, History 120/120H, or History 130 <b>AND</b> Political Science 150/150H (FA, WI, SP, SU) |
| <b>Option 2</b> | History 111/111H <b>AND</b> History 112/112H (FA, WI, SP, SU)                                                                                                                  |

### Counseling Resources

Paralegal Studies Department: [www.canyons.edu/paralegalstudies](http://www.canyons.edu/paralegalstudies)

Paralegal Studies General Education Guide – *Note: this general education pattern is different from the Canyons general education pattern. This GE Pattern complies with ABA Guidelines:*

<https://www.canyons.edu/resources/documents/student-services/counseling/2021-22/ParalegalStudiesAA20212022.pdf>

Pathway to Law School: <https://www.canyons.edu/lawschoolpathway>

Honors Program: <https://www.canyons.edu/academics/honors>

LEX Honor Society: <https://www.aafpe.org/lex>

Petition for Associate Degree: Check the [student calendar](#) for term-specific submission deadlines for the petition for associate degree. \*Summer graduation associate degree petitions are due by April 1st for your name to appear in the spring commencement pamphlet. The petition form must be reviewed with a counselor and may be found here: <https://www.canyons.edu/student-services/admissions/records/forms.php>

### Career Resources

Professional Associations:

Los Angeles Paralegal Association - [www.lapa.org](http://www.lapa.org)

ABA paralegals - <https://www.americanbar.org/groups/paralegals/>

Certified Paralegal Exam: <https://www.nala.org/certification>

California Career Zone: [www.cacareerzone.org](http://www.cacareerzone.org)

O\*Net Online: [www.onetonline.org](http://www.onetonline.org)

Paralegal Career Tree: <https://www.canyons.edu/academics/paralegal/careertree/index.php>

Bureau of Labor and Statistics: [www.bls.gov](http://www.bls.gov)