

Certificate of Achievement: Paralegal Studies

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 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.

*The Paralegal Studies Certificate will be granted upon the completion of all required courses and only to students who possess an associate's degree or bachelor's degree from a regionally accredited institution. The ABA requires that programs must provide, and students must be required to take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction. Zoom instruction qualifies as synchronous instruction. The ABA stresses that paralegals may not provide legal services directly to the public except as permitted by law.

Degree and Certificate Student Learning Outcomes:

Students will be able to:

- Prepare legal documents and written communications applicable to various areas of law.
- Apply law and principles to hypothetical fact patterns.
- Prioritize competing deadlines and schedules to complete assignments timely.

Program Requirements:

Units Required: 31

		Units:
PARLGL-101	Introduction to Law	3.0
PARLGL-104	Contract Law	3.0
PARLGL-105	Tort Law	3.0
PARLGL-106	Legal Analysis and Writing	3.0
PARLGL-107	Legal Ethics	1.0
PARLGL-108	Legal Research	3.0
PARLGL-109	Legal Technology	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:

WE-186PLGL	Work Experience Education Paralegal	1.0 - 4.0
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Recommended electives:

PARLGL-140	Bankruptcy	3.0
PARLGL-160	Workers' Compensation in California	3.0
PARLGL-170	Law for Business Organizations	2.0
PARLGL-180	Estate Planning	3.0
POLS-C1000	American Government and Politics	3.0
OR		
POLS-C1000H	American Government and Politics - Honors	3.0

8/25/2025