

## Associate in Arts Degree: 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 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.

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. College of the Canyons allows 9.0 semester units of legal specialty units (i.e. paralegal courses) from a non-ABA approved program. ALL additional units should transfer for elective credit, but the limits stated above are for substitution of paralegal courses. Therefore, it is likely that if you have taken many 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.), topics covered, 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.

### Degree Student Learning Outcome:

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

### 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:

CWE-186PLGL Cooperative Work Experience Education Paralegal (Unpaid)	1.0 - 4.0
CWE-188PLGL Cooperative Work Experience Education Paralegal (Paid)	1.0 - 4.0

Recommended electives:

PARLGL-140	Bankruptcy	3.0
PARLGL-180	Estate Planning	3.0
POLISC-150	Introduction to American Government and Politics	3.0
OR		
POLISC-150H	Introduction to American Government And Politics - Honors	3.0