

# Paralegal Studies – Certificate of Achievement

*+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; 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:** 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 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:** *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 (3-15 units) FA = Fall; WI = Winter; SP = Spring; SU = Summer**

Course	Title	Units	Major Courses
<b>PARLGL 101</b>	<b>Introduction to Law (FA, SP, SU)</b>	<b>3</b>	<b>Major</b>
<b>PARLGL 104</b>	<b>Contract 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>
<b>PARLGL 111</b>	<b>Civil Litigation I (FA, SP)</b>	<b>3</b>	<b>Major</b>
<b>PARLGL 150</b>	<b>Family Law (FA, SP)</b>	<b>3</b>	<b>Major</b>
	<b>Term Total:</b>	<b>15</b>	

## Intersession I (16-17 units)

Course	Title	Units	Major Courses
PARLGL 107	Legal Ethics (FA, WI)	1	Major Course
		<b>Term Total:</b>	<b>1</b>

## Second Semester (18-31 units)

Course	Title	Units	Major Courses
PARLGL 105	Tort Law (FA, SP)	3	Major
PARLGL 106	Legal Analysis and Writing (FA, SP)	3	Major
PARLGL 108	Legal Research (FA, SP)	3	Major
PARLGL 112	Civil Litigation II (FA, SP)	3	Major
PARLGL 200	Paralegal Seminar (FA, SP)	1	Major
CWE-186 PLGL or CWE-188 PLGL	Cooperative Work Experience Education in Paralegal (paid or unpaid) (FA, WI, SP, SU)	2-4	Major
		<b>Term Total:</b>	<b>15-17</b>

**Total Units: 31**

**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

**NOTE:** Students who have obtained an associate or bachelor's degree in a foreign country are required to obtain an official foreign transcript evaluation to submit with transcripts from all other colleges attended. This evaluation must be obtained through an approved member of the National Association of Credential Evaluation Services ([NACES](https://www.naces.org/members)). For the current listing of approved NACES members: <https://www.naces.org/members>

If you have international transcripts that need to be evaluated, please visit <https://www.naces.org/members.html> for a list of member organizations that can provide evaluation services. The NACES evaluation report **must include a determination as to whether the student has obtained the equivalent to an associate or bachelor's degree awarded by a regionally accredited institution in the United States.** Once you receive your evaluated transcript, do not open it, and bring it to the Admissions and Records Office and schedule an appointment to meet with a counselor.

## Counseling Resources

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

Counseling Department: <https://www.canyons.edu/student-services/counseling/index.php>

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 Certificate of Achievement: Petitions are due in the fall/spring/summer term you will complete the requirements and may be submitted before your last term or up until the final day of the term. 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/certified-paralegal-cp-program>

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

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

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

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