



# College to Career Connection Paralegal

## What is Paralegal ?

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.

[COC - Paralegal Studies Associate in Arts](#) - will not transfer to a 4 year institution

[COC- Paralegal Studies AA General Education](#)

## Potential Industries/Employers

- Law firms
- Corporations
- Professional trade associations
- Government agencies
- Military
- Business Service Centers
- Public Administration Cluster
- Self-Employment

## Possible Job Titles

- Court Clerk
- Court Reporter
- Legal Secretary
- Legal Assistant
- Journalist
- Arbitrations Paralegal

- Court Interpreter
- Practice Coordinator
- Legal Administrator
- Appraiser
- Legislative Aid
- Political Scientist

# How this Major Helps You Move Forward:

## Skills Advancement

While College of the Canyons does not endorse all of these opportunities, we aim to provide access:

- [Internships and COC Career Center](#)
- [Lynda.com Courses](#)
- [Internships.com Opportunities](#)
- [Neighborhood Legal Services Volunteer](#)
- [VolunteerMatch Legal Volunteer Opportunities](#)
- [Los Angeles Paralegal Association \(LAPA\) Events](#)

## CSU/UC Major Preparation (BA/BS)

- [CSUN: Political Science B.A. with Law and Society Option](#)
- [CSULA: Political Science B.A.](#)
- [CSUCI: Political Science B.A.](#)
- [UCLA: Political Science B.A.](#)
- ... and more!

## Additional information can be found at:

- [What Can I do With this Major](#)
- [COC Paralegal Department](#)
- [Assist: Student Transfer Information System](#)
- [Occupational Outlook Handbook](#)
- [ONET OnLine: Job and Career Exploration](#)
- [Linkedin Alumni Tool](#)
- [Candid Career](#)

## Associations

Association is a group of people who come together for a common purpose. You can find helpful information about jobs and careers.

- [NALS - Association for Legal Professionals](#)
- [National Association of Legal Assistants \(NALA\)](#)
- [National Center for State Courts Information Services](#)
- [National Federation of Paralegal Associations \(NFPA\)](#)
- [American Political Science Association](#)
- [Directory of Associations](#)

This is a general information. It is not an exhaustive, comprehensive list. For specific information on majors and careers please connect with your professors and visit the counseling center at <https://www.canyons.edu/student-services/counseling> | 3/26/21