

Santa Ana College

Paralegal Program

Degree & Certificate

Associate Degree in Paralegal Studies

To graduate from the program all students must show proof of completion of 21 units of general education classes. The ABA further specifies that 18 of those units be taken in specific areas of study. To insure that general education courses meet both the college and ABA requirements, students are urged to seek counseling prior to enrollment in general education classes.

Certificate in Paralegal Studies

A Paralegal Certificate is available only to students who have received an Associate in Arts or Science Degree or Bachelor of Arts or Science Degree from an accredited college or university. The student must meet the eighteen semester units of ABA approved courses in the areas of language and composition, mathematics, social science and behavioral sciences, natural sciences, humanities and the arts.

The Mission Of Santa Ana College

is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Program Information

Paralegal Department website:
www.sacparalegal.org

Contact information:
714.564.6750 or 714.564.6858

Santa Ana College:
1530 West 17th Street • Santa Ana, CA 92076-3398

This American Bar Association (ABA) approved program is designed to prepare the student to work in a paraprofessional capacity as an assistant to an attorney in a law firm, governmental agency or corporation. The paralegal performs many tasks normally handled by an attorney, such as preparing forms and pleadings, interviewing clients and witnesses, legal research and document organization. Strong English skills, computer knowledge and good organizational skills are an asset in this profession.

Funded by Carl D. Perkins Career and Technical Education Act of 2006 grant 09-C01-042, awarded by the California Community Colleges Chancellor's Office to Rancho Santiago Community College District.

Nondiscrimination Policy

The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.
RSCCD Title IX Officer and Section 504/ADA Coordinator:
John Didion, 2323 N. Broadway, Santa Ana, CA 92706
714-480-7489



SANTA ANA COLLEGE

1530 W. 17th Street, Santa Ana, CA 92706 • www.sac.edu

Paralegal Program

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Santa Ana College

Business Division

An American Bar Association
Approved Program

www.sac.edu/paralegal



Required Core Courses for all Students:

- PARA 100 - Introduction to Paralegal Studies
- PARA 101- Law Office Management
- PARA 120 - Computers in the Law Office
- PARA 121 - Ethics and Professional Responsibility
- PARA 145 - Civil Litigation Overview
- PARA 146 - Torts & ADR
- PARA 150 - Legal Transactions
- PARA 246 - Legal Research & Analysis
- PARA 248 - Advanced Research & Writing
- BUS 105 - Legal Environment of Business
- PARA 297 - The Professional Paralegal (Capstone)

* Students must take Paralegal 100 prior to or concurrently with other legal specialty courses except Paralegal 120.

Enter title here...



Choose a minimum of 3 units from the legal elective courses:

- PARA 105 - Cooperative Work Experience Education - Occupational (1.4 Units)
- PARA 107 - Principles & Procedures in the Criminal Justice System (3 Units)
- PARA 122 - Elder Law (2 Units)
- PARA 132 - Family Law & Procedure (2 Units)
- PARA 133 - Workers' Compensation Law & Procedure (2 Units)
- PARA 134 - Probate Law & Procedure (2 Units)
- PARA 135 - Bankruptcy Law & Procedure (2 Units)
- PARA 139 - Fundamentals of Labor Law (2 Units)
- PARA 140 - Immigration Law & Procedure (2 Units)
- PARA 147 - International Commercial Agreements & Distribution Law (1 Unit)
- PARA 148 - International Intellectual Property Law (1 Unit)
- PARA 149 - The Law of Global Commerce (1 Unit)
- PARA 299 - Cooperative Work Experience Education (X Units)

Paralegals may not provide legal services directly to the public. In California, paralegals must work under the direction and supervision of a licensed California attorney. See California Business and Professions Code §6450 et seq for more details.

At the completion of the program, students will be able to:

1. Make ethical decisions in the workplace
 - a. Students will complete PARA 121 (Ethics and Professional Responsibility).
 - b. Students will incorporate ethical standards in the Law Office Management class through problem solving and discussion board topics.
2. Understand legal concepts
 - a. Students will demonstrate legal concepts in the legal specialty courses through examination and practical exercises.
 - b. Students will draft law office memorandum and appellate briefs in the Advanced Legal Writing class incorporating analysis of legal concepts.
3. Communicate effectively orally and in writing
 - a. Students will draft law office memorandum.
 - b. Students will use proper grammar, punctuation, and spelling.
4. Use legal technology
 - a. Students will demonstrate the use of the Microsoft office suite (Word, Excel and Power Point).
 - b. Students will complete assignments using legal specific software.
5. Exhibit critical thinking skills
 - a. Students will analyze cases related to the legal specialty classes.
 - b. Students will evaluate fact patterns to demonstrate the application of legal concepts to the given facts.