



### Paralegal Certificate of Achievement (Transcripted)

This American Bar Association (ABA) approved program is designed to prepare students to work as a Paralegal/Legal Assistant as defined by section 6450 of the California Business and Professions Code, who are qualified by education, who either contracts with or is employed by an attorney, law firm, corporation, governmental agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Bar of California, as defined in Section 6060, or an attorney practicing law in the federal courts of this state that has been specifically delegated by the attorney to him or her.

**This program is not designed to prepare students for the practice of law.**

Upon successful completion of the program students will be able to:

1. Make ethical decisions in the workplace.
  - a. Students will complete the Para 121 Ethics class
  - b. Students will incorporate ethical standards in the Law Office Management class through problem solving and discussion board discussions.
2. Understand legal concepts.
  - a. Students will demonstrate legal concepts in the legal specialty classes 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.
  - c. Students will create client correspondence.
4. Be proficient in using legal technology.
  - a. Students will demonstrate the use of the Microsoft suite (Word, PowerPoint and Excel) in their completion of assignments.
  - 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 analyze fact patterns to demonstrate the application of legal concepts to fact patterns.

Note: Students must complete the program within 5 years or repeat any legal specialty courses which were completed more than 5 years prior to graduation. Legal specialty courses subject to this requirement are marked with an asterisk. It is further recommended that students complete as much of their general education as possible prior to enrolling in legal specialty courses.

All courses must be passed with a C grade or better with the exception of Paralegal 297, which is a pass/no pass.

#### **Paralegal Certificate (sac.para.ca)**

A Paralegal Certificate is available to students who meet the 18 semester units of ABA approved general education courses from at least 3 disciplines in the areas of language and composition, mathematics, social science and behavioral sciences, natural sciences, humanities and the arts and who complete the Paralegal course requirements as set forth below.

The approved 18 units of general education courses excludes courses in kinesiology, counseling, performing arts, accounting, computer science, technical writing, business mathematics, keyboarding, and business law. Students are urged to seek counseling prior to enrollment to insure that college general education choices satisfy this requirement.

#### **Major requirements for students seeking the certificate:**

Note: Students must complete the program within 5 years or repeat any legal specialty courses which were completed more than 5 years prior to graduation. Legal specialty courses subject to these requirements are marked with an asterisk (\*).

#### **Core courses for all students:**

		<b>Units</b>
PARA 100	The Paralegal Profession	3
PARA 101	Law Office Management	2
PARA 120 *	Computers in the Law Office	4
PARA 121	Ethics and Professional Responsibility	2

PARA 145 *	Civil Litigation Overview	4
PARA 146 *	Tort Law and Alternative Dispute Resolution	4
PARA 150 *	Legal Transactions	5
PARA 246	Legal Research and Analysis	4
PARA 248	Advanced Research and Writing	3
PARA 297 *	The Professional Paralegal	2
BUS 105	Legal Environment of Business	3

*Effective fall 2011: Paralegal 145 replaces 143 and 144.*

*Effective fall 2013 Para 150 combines and replaces Para 130, 136 and 138. Para 146 combines and replaces Para 131 and 137.*

***Students must choose a minimum of 3 units from the legal elective courses. Certificate students must demonstrate that they have completed 18 semester units of general education as defined by the American Bar Association. Within the requirement for 18 semester credits or the equivalent of general education course work, students must take courses in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English.***

**Legal Electives:**

		<b>Units</b>
PARA 105	Cooperative Work Experience Education - Occupational	1 - 4
PARA 107	Principles and Procedures in the Criminal Justice System	3
PARA 122	Elder Law	2
PARA 132	Family Law and Procedure	2
PARA 133	Workers Compensation Law and Procedure	2
PARA 134	Probate Law and Procedure	3
PARA 135	Bankruptcy Law and Procedure	2
PARA 139	Fundamentals of Labor Law	2
PARA 140	Immigration Law and Procedure	2
PARA 147	International Commercial Agreements and Distribution Law	1
PARA 148	International Intellectual Property Law	1
PARA 149	The Law of Global Commerce	1
PARA 299	Cooperative Work Experience Education	1

*Note: Students must complete the program within 5 years or repeat any legal specialty courses which were completed more than 5 years prior to graduation. Legal specialty courses subject to this are marked with an asterisk (\*).*

Students must complete a total of 60 semester units. The 3 additional units may be paralegal course electives or another academic college level course. 3

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**Total Units** **60**

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**SANTA ANA**  
**COLLEGE**

**PROGRAM OF STUDY**

**Program Title:** Paralegal

**Program Code:** sac.para.ca

**Proposal Types:** Program Modification

**Justification for Proposal:** Update by selecting the general education coursework for the certificate.  
Update the list of elective courses.

**Curriculum and Instruction Council Approval Date:** 12/01/2014