PARALEGAL STUDIES

The legal profession has evolved, like the medical profession, into a profession of specialties. Based on this development, lawyers need qualified assistants to better help them provide legal services to their clients. Paralegals are trained, professional technicians able to provide this needed legal assistance.

This degree program is specifically designed to prepare and provide students with the analytical skills and written abilities necessary to assist attorneys in the practice of law. The technical curriculum goals and objectives emphasize three primary areas:

1. Legal Research, Analysis and Writing
2. Ethics and the Mechanics of Law
3. Integration of Substantive and Procedural Law

The successful paralegal degree candidate will possess a broad educational background with an opportunity to gain specialized skills in specific areas of law. The large curriculum offering also allows practicing paralegals to attend college refresher or new skills development courses.

This program does not prepare students for law school or the practice of law. Please note: Paralegals may not provide legal services directly to the public, except as permitted by law.

Program Learning Outcomes
Upon successful completion of this program, students will be able to:

1. Apply the research, analytical skills and college-level writing abilities necessary to assist attorneys in the practice of law.
2. Conduct oneself in an ethical and professional manner when confronted with a law office related conflict scenario.

CAREER OPPORTUNITIES

Claim Examiner
Compensation and Benefits Manager
Compliance and Enforcement Inspector
Contract Consultant
Forms and Procedures Specialist
Freelance Paralegal
* Labor Relations Specialist
Law Clerk
Legal Aide
Legal Assistant
Legal Research Assistant
Legal Technician
Occupational Safety and Health Worker
Paralegal
Patent Agent
Title Examiner

* Bachelor Degree or higher required
† Bachelor Degree normally recommended

It is recommended that incoming students complete ENGL 109 prior to taking any Paralegal Studies classes.

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 120-121</td>
<td>Comprehensive Word Levels I–II</td>
<td>2</td>
</tr>
<tr>
<td>BOT 122</td>
<td>Comprehensive Word, Level III</td>
<td>1</td>
</tr>
<tr>
<td>or BOT 151</td>
<td>Using Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>or BOT 115</td>
<td>Essential Excel</td>
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<tr>
<td>BUS 125</td>
<td>Business Law: Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>PARA 100</td>
<td>Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PARA 110</td>
<td>Civil Litigation Practice and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PARA 130</td>
<td>Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PARA 132</td>
<td>Computer Assisted Legal Research (CALR)</td>
<td>3</td>
</tr>
<tr>
<td>PARA 135</td>
<td>Bankruptcy Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least six units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA 120</td>
<td>Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 125</td>
<td>Business Organizations</td>
<td>1</td>
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<tr>
<td>PARA 140</td>
<td>Criminal Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PARA 145</td>
<td>Estate Planning and Administration of Estates</td>
<td>3</td>
</tr>
<tr>
<td>PARA 150</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 160</td>
<td>Personal Injury</td>
<td>3</td>
</tr>
<tr>
<td>PARA 170</td>
<td>Worker’s Compensation</td>
<td>1</td>
</tr>
<tr>
<td>PARA 175</td>
<td>Electronic Discovery: Practice and Procedure</td>
<td>1</td>
</tr>
<tr>
<td>PARA 250*</td>
<td>Internship</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Total Required 27

*Student must complete 18 units within the major to be eligible for this course.

Recommended Elective: BUS 128

GENERAL EDUCATION REQUIREMENTS FOR THE PARALEGAL STUDIES DEGREE:

AREA A–LANGUAGE AND RATIONALITY

Minimum of 6 semester units

One course from each area:

1. Written Communication
   ENGL 120

2. Oral Communication and Analytical Thinking
   COMM 120, 122, 130, 137, 145
   ENGR 100
   MATH 103, 110, 120, 125, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284
   PHIL 125, 130
   PSY 215

AREA B–NATURAL SCIENCES

Minimum of 4 semester units

A course that includes a laboratory (laboratory courses are underlined):

ANTH 130
ASTR 110, 112
BIO 112, 115, 122, 124, 126, 130, 131, 140, 152, 230, 240
CHEM 102, 105, 113*, 115*, 116, 120*, 141
GEOG 120, 121
GEOL 104, 110, 111
OCEA 112, 113
PHYS 110, 130, 131, 190, 200, 210

*Students will not receive credit for more than one of the following courses: CHEM 113, 115, 120.

AREA C–HUMANITIES

(Minimum of 3 semester units)

One of the following courses:

ARAM 120, 121, 220
ARBC 120, 121, 145, 220, 221, 250, 251
ART 100, 120, 124, 129, 140, 141, 143, 144, 145, 146
ASL 120, 121, 140, 221
ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277
FREN 120, 121, 220, 221, 250, 251
HIST 100, 101, 106
HUM 110, 115, 116, 120, 140, 155
ITAL 120, 121, 220
MUS 110, 111, 114, 115, 116, 117
NAKY 120, 121, 220
PHIL 110, 115, 117, 140, 160, 170
RELG 120, 130, 160, 170
SPAN 120, 121, 141, 145, 220, 221, 250, 251
THTR 110, 120, 121

AREA D–SOCIAL AND BEHAVIORAL SCIENCES

(Minimum of 3 semester units)

One of the following courses:

ANTH 120
CD 115, 125, 131, 145
COMM 110, 120, 121
ECON 120, 121
GEOG 106, 130
HED 120, 201
HIST 108, 109, 118, 119, 122, 123, 124, 130, 131, 133, 134, 180, 181
POSC 120, 121, 124, 130, 140
PSY 120, 125, 134, 138, 140, 150, 170, 220
SOC 120, 125, 130

ADDITIONAL REQUIREMENTS:

(Minimum 6 semester units)

Two additional courses from two different areas:

Area B - Natural Sciences
Area C - Humanities
Area D - Social and Behavioral Sciences

DEGREE REQUIREMENTS:

Cuyamaca College will confer the Degree of Associate in Science in Paralegal Studies upon students who successfully complete the following requirements:

1. A minimum of 60 semester units of college work.
2. Competency Requirements
   A. Completion of ENGL 120 with a grade of "C" or better or "P*"
   B. Completion of MATH 103 or a higher numbered mathematics class, or a statistics course from another discipline that has intermediate algebra as a prerequisite, with a grade of "C" or better or a grade of "P*" or completion of Accuplacer Assessment placing into a class higher than MATH 103 or 110.
3. Exercise Science Degree Requirements

Two activity courses in exercise science are required for graduation from Cuyamaca College. These courses are marked with an asterisk in the Course Descriptions section.

A. If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.

B. Veterans who have completed at least one year of honorable active service will receive up to three units of credit for exercise science which will satisfy...
the activity requirement for graduation. To receive credit for military service, a DD-214 and appropriate military records must be submitted to the Admissions and Records Office.

4. Achievement of a “C” average (2.0 GPA) in all college work counted toward general education requirements.

5. Achievement of a “C” grade or better in all courses counted toward the major. (P/NP grading not accepted for the major.)

6. A maximum of 12 “P”* semester units taken in regular course work at this institution may be counted toward the 60 semester units required for graduation but shall not be included as part of the requirements for the major.

7. A minimum of 12 semester units of Legal Specialty courses must be completed at Cuyamaca College.

*A grade of “P” (Pass) represents a “C” grade or better.

For more information regarding degree requirements, see Degree Requirements and Transfer Information section.