

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

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:

- Apply the research, analytical skills and college-level writing abilities necessary to assist attorneys in the practice of law.
- 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 C grade or higher in ESL 2B or placement into ENGL 120 or equivalent prior to taking any Paralegal Studies classes.

Associate in Science Degree Requirements:

Course	Title	Units
BOT 120-121	Comprehensive Word Levels I-II	2
BOT 122	Comprehensive Word, Level III	1
or		
BOT 151	Using Microsoft Outlook	1
or		
BOT 115	Essential Excel	1
BUS 125	Business Law: Legal Environment of Business	3
PARA 100	Introduction to Paralegal Studies	3
PARA 110	Civil Litigation Practice and Procedures	3
PARA 130	Legal Research and Writing	3
PARA 132	Computer Assisted Legal Research (CALR)	3
PARA 135	Bankruptcy Law	3
		21

Select at least six units from the following:

PARA 120	Introduction to Administrative Law	2
PARA 121	Social Security Law - Practice and Procedure	1
PARA 125	Business Organizations	1
PARA 140	Introduction to Criminal Law and Procedures	1
PARA 145	Estate Planning	2
PARA 146	Probate and Administration of Estates	1
PARA 150	Family Law (Divorce, Separation, Nullity, and Paternity)	2
PARA 151	Family Law (Custody, Visitation, and Support)	1
PARA 160	Personal Injury	1
PARA 170	Worker's Compensation	1
PARA 175	Electronic Discovery: Practice and Procedure	1
PARA 250*	Internship	1-3
		6
	Total Required	27
	Plus General Education Requirements	

*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 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, 130, 131, 140, 152, 230,

240

CHEM 102, 115*, 116, 120*, 141

GEOG 120, 121

GEOL 104, 110, 111

OCEA 112, 113

PHYC 110, 130, 131, 190, 200, 210

*Students will not receive credit for more than one of the following courses: CHEM 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, 148

ASL 120, 121, 140, 220, 221

ENGL 122, 201, 202, 214, 217, 221, 222, 231, 232, 270, 271

HIST 100, 101, 105, 106

HUM 110, 115, 116, 120, 140, 155

MUS 110, 111, 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

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, 124

ECON 110, 120, 121

GEOG 106, 130

HED 120, 201

HIST 108, 109, 118, 119, 122, 123, 124, 130,

131, 132, 133, 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 110 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 assessment placing into a class higher than MATH 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.

REAL ESTATE

I. REAL ESTATE

In the Real Estate curriculum, special attention is given to the California Department of Real Estate license requirements. This degree program is designed to prepare students for employment in real estate or related fields. It also meets the educational requirements for the California Real Estate Broker's License and helps prepare the student for both the salesperson and broker state examinations. Most real estate classes also meet educational requirements for appraisal licensing.

Program Learning Outcomes

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

- Differentiate and describe the essential elements and legal effects of various real estate documents, steps in an escrow, real estate financing and investment, and real estate valuation techniques.
- Differentiate and describe how to conduct oneself in a professional and ethical manner in any real estate office.

CAREER OPPORTUNITIES

- Agent
- †Appraiser
- Broker
- Builder/Developer
- *Economist
- Escrow Officer/Trust Manager
- Investor
- Lender/Financial Institution
- Property Manager
- Salesperson
- Title Officer

*Bachelor Degree or higher required

†California Bureau of Real Estate Appraisers License required

Associate in Science Degree Requirements:

Course	Title	Units
RE 190	Real Estate Principles	3
RE 191	Real Estate Practice	3
RE 192	Real Estate Finance	3

RE 193	Real Estate Legal Aspects	3
RE 194	Real Estate Appraisal	3
		15

Select three of the following including one Accounting course:

BUS 110*	Introduction to Business	3
BUS 120	Financial Accounting	4
or		
BUS 109	Elementary Accounting	3
RE 197	Real Estate Economics	3
RE 201	Real Estate Property Management	3
RE 250*	Real Estate Internship	1-4
Elective	(select one elective from below)	3
		7-11

Electives:

BUS 125	Business Law: Legal Environment of Business	3
RE 204	Real Estate Office Administration	3

Total Required 22-26
Plus General Education Requirements

*Non Department of Real Estate Licensing course

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate of Achievement in Real Estate. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

II. BROKER'S LICENSE

In the Real Estate curriculum, special attention is given to the California Department of Real Estate license requirements. This is an overall comprehensive program that will provide the student with the educational requirements needed to take the examination for a State of California Real Estate Broker license. An applicant for the broker license must have taken the eight (8) real estate courses required for this Broker's License Certificate of Achievement before taking the California State Broker Examination.

Program Learning Outcomes

Upon successful completion of this Certificate of Achievement, students will be able to:

- Differentiate and describe the essential elements and legal effects of various real estate documents, steps in an escrow, real estate financing and investment, and real estate valuation techniques.
- Differentiate and describe how to conduct oneself in a professional and ethical manner in any real estate office.

Course	Title	Units
RE 190	Real Estate Principles	3
RE 191	Real Estate Practice	3
RE 192	Real Estate Finance	3
RE 193	Real Estate Legal Aspects	3
RE 194	Real Estate Appraisal	3
RE 201	Real Estate Property Management	3
BUS 109	Elementary Accounting	3
or		
BUS 120	Financial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
		3
Total Required		24-25

Certificate of Achievement

Students who complete the requirements above qualify for a Certificate of Achievement in Broker's License. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

UNIVERSITY STUDIES: BUSINESS AND ECONOMICS

The Associate Degree in University Studies with an Area of Emphasis is intended to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each four-year transfer institution, courses used to complete this degree should be selected with the assistance of a counselor. The completion of the University Studies Degree does not guarantee acceptance into either a baccalaureate major or a four-year institution.

REQUIREMENTS:

I. California State University (CSU) General Education Breadth

1. Complete CSU General Education Breadth (see Degree Requirements and Transfer Information section).
2. Earn a grade of "C" or better in 30 of the required 39 semester units of general education to include all courses in Area A and the Mathematical/Quantitative Reasoning courses in Area B.
3. Credit earned through external examinations, i.e., AP, will be applied towards general education in accordance with Cuyamaca College policies. Please note: This may be different than how the external exam is used on a CSU certification.
4. Complete a minimum of 18 units in an Area of Emphasis (listed below).
5. Complete a minimum of 60 degree applicable CSU transferable semester units.
6. Earn a cumulative GPA of 2.0 in all college course work completed.
7. Meet Cuyamaca College residence requirements for graduation (see Admission Information).

OR

II. Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC

1. Complete IGETC Certification (see Degree Requirements and Transfer Information section).
2. Earn a grade of "C" or better in all IGETC courses.
3. Credit earned through external examinations, i.e., AP, will be applied in accordance with Cuyamaca College policies. Please note: This may be different than how the external exam is used on an IGETC certification.
4. Complete a minimum of 18 units in an Area of Emphasis (listed below).
5. Complete a minimum of 60 degree applicable UC transferable semester units for UC University Studies.
6. Earn a cumulative GPA of 2.0 in all college course work completed.
7. Meet Cuyamaca College residence requirements for graduation (see Admission Information).

AND

III. Area of Emphasis

- A. Business and Economics
- B. Communication and Language Arts