

Paralegal Studies

Award Type: Certificate of Achievement

The Certificate of Achievement in Paralegal Studies is designed to help students gain the basic knowledge and skills necessary for an entry-level paralegal position. All courses in the Certificate of Achievement Program are also required courses in the Associate Degree program in Paralegal Studies so students have a seamless pathway to paralegal certification and career advancement.

The graduate of the Certificate of Achievement in Paralegal Studies will:

- Recall significant paralegal issues, theories and applications.
- Apply paralegal principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

Program Requirements

A total of 24 units is required for the certificate.

Required core courses (24 units):

Course Number	Course Title	Units
BUS 110	Business Law	3.0
CWE 149	Cooperative Work Experience OCCUPATIONAL	1.0 - 8.0 units
PLGL 101	Intro to Paralegal Studies	3.0
PLGL 102	Criminal Law & Procedure	3.0
PLGL 103	Civil Litigation	3.0
PLGL 104	Legal Research & Writing	3.0
PLGL 105	Legal Analysis & Writing	3.0
PLGL 106	Case Management	3.0
PLGL 107	Ethics for Paralegals	1.0

Note: at least 2 units in CWE 149 is required for the certificate.