

# Paralegal Studies

*School of Career/Technical Education and Learning Assistance*

Dean Patricia Axsom, M.S.

Faculty • Victoria López, J.D. • Elizabeth Shapiro, J.D.

Department Chair Victoria López, J.D.

## General Description

The paralegal (legal assistant) works under the supervision of an attorney. Responsibilities are broad and varied including preparing and interpreting legal documents, interviewing clients, performing legal research, preparing for trial, and organizing and managing documentation. Paralegals often work with attorneys in specialized areas of law such as immigration, family law, personal injury, contracts, wills, trusts, and probate.

Southwestern College offers two programs, paralegal studies and paralegal studies—bilingual, which provide students with a litigation background and focus on developing an awareness and sensibility to the language, culture, and common legal issues of clients from various ethnic groups within the community. An understanding of international legal issues which impact San Diego due to its geographical location and other legal and business related activities are also developed.

Employment in the field tends to vary. Larger, well-established law firms commonly require a bachelor's degree, and smaller law firms and legal agencies often require a two-year associate degree or its equivalent. Potential employees who have an advanced education level, knowledge of a frequently used foreign language, and/or an emphasis in a legal specialty will have the greatest opportunities in the job market.

## Career Options

Below is a sample of the career options available for the paralegal studies major. A few require a certificate of achievement, some require an associate in science degree, and some require a bachelor's degree: claims examiner, compensation and benefits manager, corporate legal assistant, court clerk, customs agent, forms and procedures specialist, freelance paralegal, legal assistant, investigator (for local, state, and federal departments and agencies), legal aide, legal research assistant, legal technician, patent agent, and title examiner. This training can also provide entrance to some careers in administration of justice such as youth authority, probation, and parole officer when a candidate passes appropriate tests and gains related experience.

## Degree/Certificate Options

### Associate in Science Degree: Career/Technical

	Major Code
Paralegal Studies	A2516

### Certificate of Achievement

Paralegal Studies	A2518
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*Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goals.*

# Associate in Science Degree

## Paralegal Studies

### Career/Technical (Major Code: A2516)

Prepares students for a career as a paralegal or other law-related career with a multicultural international perspective. Trains students with a combination of legal theory, principles, procedures, and practical applications, including a hands-on paralegal internship. Emphasizes research, litigation, trial preparation skills, including familiarity with court documents, interviewing clients, drafting legal documents, and experience with legal software.

LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 258	Legal Communications	3
LEGL 259	Legal Assistant: An Introduction	1
LEGL 260	Legal Research	3
LEGL 261	Civil Litigation I	3
LEGL 268	Computer Assisted Legal Research (CALR)	2
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290-293	Legal Cooperative Work Experience I-IV * (2-4)	2

#### Complete 11 units from the following: 11

LEGL 225	Law Office Management (3)
LEGL 256	International Law for Business (3)
LEGL 262	Immigration Law and Procedure (3)
LEGL 263	Family Law (3)
LEGL 264	Wills, Trusts, and Estates (3)
LEGL 266	Mediation, Negotiation, and Conflict Management (2)
LEGL 267	Interviewing and Investigation for Paralegals (2)
LEGL 269	Civil Litigation Procedures (3)
LEGL 271	Introduction to Intellectual Property (2)
LEGL 272	Business Organizations (2)

#### Complete 3 units from the following: 3

AJ 151	Concepts of Criminal Law (3)
AJ 156	Legal Aspects of Evidence (3)
AJ 181	Juvenile Law and Procedures (3)
BUS 140	Business Law/The Legal Environment of Business (3)
RE 106	Legal Aspects of Real Estate (3)

**Total units 33.5**

*To earn an associate degree, additional general education and graduation requirements must be completed. See page 40.*

\* 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in LEGL 290. Program faculty and Student Employment Services assist students with placements, which can consist of as few as four-hours per week for students working full-time. Students who are presently employed in a law office may use their employment to fulfill this requirement. These hours may include summer work. The instructor must approve the work experience for application to the program.

**Note:** The Paralegal Studies Program prepares students to work under the supervision of an attorney in accordance with California law. A paralegal may not engage in the unauthorized practice of law by accepting cases, giving legal advice, appearing in court or setting fees for clients. To do so would be a crime in the state of California.

## Certificate

### Paralegal Studies

#### Certificate of Achievement

#### Career/Technical (Major Code: A2518)

LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 258	Legal Communications	3
LEGL 259	Legal Assistant: An Introduction	1
LEGL 260	Legal Research	3
LEGL 261	Civil Litigation I	3
LEGL 268	Computer Assisted Legal Research (CALR)	2
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290-293	Legal Cooperative Work Experience I-IV * (2-4)	2-4

#### Complete 11 units from the courses listed below: 11

LEGL 225	Law Office Management (3)
LEGL 256	International Law for Business (3)
LEGL 262	Immigration Law and Procedure (3)
LEGL 263	Family Law (3)
LEGL 264	Wills, Trusts, and Estates (3)
LEGL 266	Mediation, Negotiation, and Conflict Management (2)
LEGL 267	Interviewing and Investigation for Paralegals (2)
LEGL 269	Civil Litigation Procedures (3)
LEGL 271	Introduction to Intellectual Property (2)
LEGL 272	Business Organizations (2)

#### Complete 3 units from the courses listed below: 3

BUS 140	Business Law/The Legal Environment of Business (3)
AJ 151	Concepts of Criminal Law (3)
AJ 156	Legal Aspects of Evidence (3)
AJ 181	Juvenile Law and Procedures (3)
RE 106	Legal Aspects of Real Estate (3)

**Total units 33.5-35.5**

**Note:** The certificate of achievement is awarded only to students who possess an associate or higher degree in any major prior to completing the paralegal program.

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# Paralegal Studies: Bilingual

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Department Chair Victoria López, J.D.

## General Description

The paralegal (legal assistant) works under the supervision of an attorney. Responsibilities are broad and varied including preparing and interpreting legal documents, interviewing clients, performing legal research, preparing for trial, and organizing and managing documentation. Paralegals often work with attorneys in specialized areas of law such as immigration, family law, personal injury, contracts, wills, trusts, and probate.

Southwestern College offers two programs, paralegal studies and paralegal studies—bilingual, which provide students with a litigation background and focus on developing an awareness and sensibility to the language, culture, and common legal issues of clients from various ethnic groups within the community. An understanding of international legal issues which impact San Diego due to its geographical location, and other legal and business related activities are also developed.

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## Career Options

Below is a sample of the career options available for the paralegal studies major. A few require a certificate of achievement, some require an associate in science degree, and some require a bachelor's degree: claims examiner, compensation and benefits manager, corporate legal assistant, court clerk, customs agent, forms and procedures specialist, freelance paralegal, legal assistant, investigator (for local, state, and federal departments and agencies), legal aide, legal research assistant, legal technician, patent agent, and title examiner. This training can also provide entrance to some careers in administration of justice such as youth authority, probation, and parole officer when a candidate passes appropriate tests and gains related experience.

## Degree/Certificate Options

### Associate in Science Degree: Career/Technical

Paralegal Studies: Bilingual (English/Spanish) A2517

### Certificate of Achievement

Paralegal Studies: Bilingual (English/Spanish) A2519

*Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goals.*

## Major Code

# Associate in Science Degree

## Paralegal Studies: Bilingual (English/Spanish)

Career/Technical (Major Code: A2517)

Prepares the Spanish bilingual students for a career as a paralegal or related career with a multicultural/international perspective. Reviews NAFTA regulations and legal issues that impact San Diego, due to our proximity to the Mexican border. Includes a combination of legal theory, principles, procedures, and practical applications, including a hands-on paralegal internship. Emphasizes case research, litigation and trial preparation skills including familiarity with court forms, interviewing clients, and drafting legal documents. Trains students in interpreting for Spanish-speaking clients and in translating common documents such as correspondence, contracts, and wills.

BUS 226	Interpretation/Translation: Legal	3
BUS 229	Legal Terminology—Bilingual (English/Spanish)	3
LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 256	International Law for Business	3
LEGL 258	Legal Communications	3
LEGL 259	Legal Assistant: An Introduction	1
LEGL 260	Legal Research	3
LEGL 261	Civil Litigation I	3
LEGL 262	Immigration Law and Procedure	3
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293		
	Legal Cooperative Work Experience I–IV * (2–4)	2–4
SPAN 216	Spanish for Bilinguals II	5

**Complete 5 units from the courses listed below:** 5

LEGL 225	Law Office Management (3)	
LEGL 263	Family Law (3)	
LEGL 264	Wills, Trusts, and Estates (3)	
LEGL 266	Mediation, Negotiation, and Conflict Management (2)	
LEGL 267	Interviewing and Investigation for Paralegals (2)	
LEGL 268	Computer Assisted Legal Research (2)	
LEGL 269	Civil Litigation Procedures (3)	
LEGL 271	Introduction to Intellectual Property (2)	
LEGL 272	Business Organizations (2)	

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**Total units** 39.5–41.5

**Recommended Electives:** BUS 36, 181, 225 227, 233, 234; LEGL 257; SPAN 216, 201.

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\* 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in the LEGL 290–293 series. Program faculty and Student Employment assist students with placements, which can consist of as few as four hours per week for students working full-time. Students who are presently employed in a law office may use their employment to fulfill their requirement. These hours must be spread

over a minimum of two semesters and can include summer work. The instructor must approve the work experience for application to the program.

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\*\*Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.

# Certificate

## Paralegal Studies: Bilingual (English/Spanish)

### Certificate of Achievement

#### Career/Technical (Major Code: A2519)

BUS 226	Interpretation/Translation: Legal	3
BUS 229	Legal Terminology—Bilingual (English/Spanish)	3
LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 256	International Law for Business	3
LEGL 258	Legal Communications	3
LEGL 259	Legal Assistant: An Introduction	1
LEGL 260	Legal Research	3
LEGL 261	Civil Litigation I	3
LEGL 262	Immigration Law and Procedure	3
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV * (2–4)	2–4
SPAN 216	Spanish for Bilinguals II	5
<b>Complete 5 units from the courses listed below:</b>		<b>5</b>
LEGL 225	Law Office Management (3)	
LEGL 263	Family Law (3)	
LEGL 264	Wills, Trusts, and Estates (3)	
LEGL 266	Mediation, Negotiation, and Conflict Management (2)	
LEGL 267	Interviewing and Investigation for Paralegals (2)	
LEGL 268	Computer Assisted Legal Research (2)	
LEGL 269	Civil Litigation Procedures (3)	
LEGL 271	Introduction to Intellectual Property (2)	
LEGL 272	Business Organizations (2)	
<b>Total units</b>		<b>39.5–41.5</b>

**Note:** The certificate of achievement is awarded only to students who possess an associate or higher degree in any major prior to completing the paralegal program.

\* 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in the LEGL 290–293 series. Program faculty and Student Employment assist students with placements, which can consist of as few as four hours per week for students working full-time. Students who are presently employed in a law office may use their employment to fulfill their requirement. These hours must be spread over a minimum of two semesters and can include summer work. The instructor must approve the work experience for application to the program.

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**Note:** The Paralegal Studies Program prepares students to work under the supervision of an attorney in accordance with California law. A paralegal may not engage in the unauthorized practice of law by accepting cases, giving legal advice, appearing in court or setting fees for clients. To do so would be a crime in the state of California.

# Legal Courses

## LEGL 223.

Legal Office Procedures  
2.5 units

**Recommended Preparation:** BUS 182 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 2 hours, laboratory 2 hours**

**Offered:** Fall

Fee: \$3. Provides training for students who desire to work as legal office clerks, secretaries, or executive assistants to gain an understanding of legal terminology, legal procedures, the court system, preparation of court documents, and the concepts of civil procedures in various areas of the law operative in California. (Formerly BUS 223) [D; CSU]

## LEGL 224.

Procedures for Legal Office Personnel  
3 units

**Recommended Preparation:** ENGL 105 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent; RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent; and ability to keyboard by touch at a minimum of 30 wpm

**Lecture 3 hours, laboratory 1 hour**

**Offered:** Spring

Fee: \$1. Trains students to prepare for work in a legal office, primarily focusing on federal litigation using Microsoft Word or WordPerfect; specialized legal computer software, as well as Internet resources. Preparation of court documents and forms in the areas of civil litigation, criminal law, family law, real property, and corporations using the law library to recognize legal authorities and cite cases in legal documents. [D; CSU]

## LEGL 225.

Law Office Management  
3 units

**Recommended Preparation:** RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 3 hours, laboratory 1 hour**

**Offered:** Variable

Provides students with an overview of the structure and organization of law firms and function of the legal team. Emphasizes effective law office management techniques and systems, including those for billing, calendaring, case management, file and library management, technology management, attorney-client relations, and ethical concerns. [D; CSU]

## LEGL 228.

Legal Terminology  
2 units

**Recommended Preparation:** RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 2 hours; laboratory 1 hour**

**Offered:** Fall, Spring

Prepares students to work in a legal office, agency, or court setting. Reviews legal terminology commonly used in civil, probate, family, and criminal law pleadings and documentation. (Formerly BUS 228.) [D; CSU]

## LEGL 255.

Introduction to Law and Legal Terminology  
3 units

**Recommended Preparation:** RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 3 hours**

**Offered:** Variable

Overview of the American system of government as it relates to our system of law; concepts and terminology in procedures, estates, business, contracts, property, and criminal law; and basic introduction to legal case analysis and the law library. [D; CSU]

## LEGL 256.

International Law for Business  
3 units

**Recommended Preparation:** BUS 140 or LEGL 255 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 3 hours**

**Offered:** Variable

Provides a basic explanation of the laws governing international trade, licensing, intellectual property, importing, exporting, investment, and economic integration. Emphasizes and analyzes the legal, political, business, and ethical issues regarding international business and litigation. [D; CSU]

## LEGL 257.

International Business and Legal Communication: Spanish  
3 units

**Recommended Preparation:** SPAN 221 or equivalent

**Lecture 3 hours**

**Offered:** Variable

Emphasizes principles of written communications applied to common Spanish business and legal transactions, with discussion of terminology, currencies, and measurements used in various Spanish-speaking countries. Written business and legal communications in Spanish and techniques of interpretation and translation often utilized in international business. [D; CSU]

## LEGL 258.

Legal Communications  
3 units

**Recommended Preparation:** LEGL 260 or equivalent

**Lecture 3 hours**

**Offered:** Variable

Preparation of legal reports, client correspondence, motions, case briefs, legal memoranda, and oral communications utilized in a variety of legal contexts. [D; CSU]

**LEGL 259.**

Legal Assistant: An Introduction  
1 unit

**Lecture 1 hour****Offered:** Variable

Designed to orient students to the SWC Legal Assistant program, to provide students with information about career opportunities, and to help students gain basic knowledge about the role of the legal assistant in the legal community, legal ethics, legal terminology, the court system, basic legal research tools, and the law library. [D; CSU]

**LEGL 260.**

Legal Research  
3 units

**Recommended Preparation:** LEGL 255 and 261, or equivalent; BUS 211 or ENGL 114 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 3 hours, laboratory 1 hour****Offered:** Fall, Spring

Provides a foundation in legal research techniques, primarily focusing on traditional text-based techniques with an introduction to online legal database and Internet research. Students will identify sources of law, discuss their interrelationships, define and find primary and secondary authority, learn how to employ finding tools to analyze information, formulate legal issues, and draw conclusions regarding the possible outcomes of legal situations. Introduction to the legal writing process. [D; CSU]

**LEGL 261.**

Civil Litigation I  
3 units

**Recommended Preparation:** LEGL 228 or 255 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 3 hours****Offered:** Variable

Fee: \$2. Broad overview of civil litigation including jurisdiction and venue, discovery, pretrial, trial proceedings, state and appellate court procedures, and judicial arbitration in order to train the student to prepare appropriate documentation and draft complaints, answers, and pretrial documents and settlement agreements. [D; CSU]

**LEGL 262.**

Immigration Law and Procedure  
3 units

**Recommended Preparation:** LEGL 228 or 255 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 3 hours****Offered:** Variable

Overview of immigration law and procedure including the Immigration Act of 1990, the Code of Federal Regulations, the Visa Bulletin, and the decisions of the Board of Immigration Appeals to train the student to analyze cases for deportability, exclusion, and relief in order to prepare appropriate documentation and briefs. [D; CSU]

**LEGL 263.**

Family Law  
3 units

**Recommended Preparation:** LEGL 228 or 255 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 3 hours****Offered:** Variable

Designed to train paralegals and other legal personnel in the law affecting domestic relations, as well as in the preparation of documents for the court in the areas of domestic violence, marital dissolution, child custody, child and spousal support, and visitation. [D; CSU]

**LEGL 264.**

Wills, Trusts, and Estates  
3 units

**Recommended Preparation:** LEGL 255 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 3 hours****Offered:** Variable

Trains paralegals and other legal personnel in the laws and legal procedures for wills, trusts, and probate, as well as the concepts and methodology of estate planning and estate administration. [D; CSU]

**LEGL 266.**

Mediation, Negotiation, and Conflict Management  
2 units

**Recommended Preparation:** RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

**Lecture 2 hours****Offered:** Variable

Designed to be a practical, hands-on introduction to the practice of mediation, negotiation, and interest-based conflict resolution. Students will gain mastery in the formal mediation process and related skills in communication and negotiation, important workplace competencies. [D; CSU]

**LEGL 267.**

Interviewing and Investigation for Paralegals  
2 units

**Recommended Preparation:** LEGL 255 or 261 or equivalent

**Lecture 2 hours****Offered:** Variable

Overview of the litigation process discussing rules of procedure, evidence, and ethics as a framework for investigating client and case facts, organizing and working with evidence and conducting a professional interview. Includes interviewing children and individuals from some of the varied cultures represented in our community. [D; CSU]

**LEGL 268.**

Computer Assisted Legal Research (CALR)  
2 units

**Recommended Preparation:** LEGL 260 or equivalent

**Lecture 2 hours, laboratory 1 hour****Offered:** Variable

Fee: \$3. Designed to train students to find primary and secondary authority in legal research and to verify accuracy and currency of information by utilizing electronic resources including the Internet, CD-ROM files, and online legal databases. Hands-on training will allow students to locate online database/CD-ROM/Internet research materials, develop online query techniques, and verify research. [D; CSU]

**LEGL 269.**

Civil Litigation Procedures  
3 units

**Recommended Preparation:** LEGL 261 or equivalent; knowledge of keyboard and ability to type 25 wpm

**Lecture 3 hours, laboratory 1 hour**

**Offered:** Variable

Various phases of the litigation process at the state and federal levels including pretrial, trial, and post-trial proceedings emphasizing the federal litigation process. Students will have an opportunity to use computer software applications commonly found in legal offices to fill out forms, draft pleadings and correspondence, and to organize files and evidence for trials and appeals. [D; CSU]

**LEGL 270.**

Computer Skills for Legal Professionals  
2.5 units

**Recommended Preparation:** LEGL 223, 228, 255, or BUS 229, or equivalent; ability to type 25 wpm

**Lecture 2 hours, laboratory 2 hours**

**Offered:** Variable

Fee: \$1. Designed to help students in legal secretarial, paralegal, administration of justice or related careers. Understanding of the litigation process and gain skill in developing both court and non court documents on the computer. Review of basic word processing skills and preparation of common legal forms and documents including correspondence, minutes, contracts, newsletters, bylaws, footnotes, headers and footers, mail merge, macros, legal templates, tables of authorities, pleadings, billing statements, and attorney/paralegal time records using computer software. [D; CSU]

**LEGL 271.**

Introduction to Intellectual Property  
2 units

**Recommended Preparation:** LEGL 255 or equivalent

**Lecture 2 hour, laboratory 1 hour**

**Offered:** Variable

Introduction to the laws of intellectual property including trademarks, copyrights, patents, trade secrets, and unfair competition. Course examines each area and its creation and reviews both domestic and international procedures involved in registration of intellectual property, duration of rights, and protection from infringement. [D; CSU]

**LEGL 272.**

Business Organizations  
2 units

**Recommended Preparation:** LEGL 255 or BUS 140 or equivalent

**Lecture 2 hours**

**Offered:** Variable

Covers the law and practice of business entities, including sole proprietorships, general and limited partnerships, the limited liability companies, and various types of corporations. Emphasizes the principles of agency, formation and structure of a corporation, and the preparation of documents necessary to form and operate business organizations. [D; CSU]

**LEGL 290.**

Legal Cooperative Work Experience I  
2–4 units

**Grade only**

**Limitation on Enrollment:** Declared Paralegal Studies or Legal Office Professional major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit

**Lecture 1 hour, laboratory 5–15 hours**  
**Offered:** Variable

Application of the principles and skills learned in the Paralegal Studies or Legal Office Professional program to on-the-job work assignments. Student is required to attend a one-hour coordinating class weekly. The student's field performance will be evaluated by his/her employer and by the instructor. (Repeatable—not to exceed four units per level.) [D; CSU]

**LEGL 291.**

Legal Cooperative Work Experience II  
2–4 units

**Grade only**

**Prerequisite:** LEGL 290 or equivalent  
**Limitation on Enrollment:** Declared Paralegal Studies or Legal Office Professional major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit

**Lecture 1 hour, laboratory 5–15 hours**  
**Offered:** Variable

Application of the principles and skills learned in the Paralegal Studies or Legal Office Professional program to on-the-job work assignments. Student is required to attend a one-hour coordinating class weekly. The student's field performance will be evaluated by his/her employer and by the instructor. (Repeatable—not to exceed four units per level.) [D; CSU]

**LEGL 292.**

Legal Cooperative Work Experience III  
2–4 units

**Grade only**

**Prerequisite:** LEGL 291 or equivalent

**Limitation on Enrollment:** Declared Paralegal Studies or Legal Office Professional major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit  
**Lecture 1 hour, laboratory 5–15 hours**  
**Offered:** Variable

Application of the principles and skills learned in the Paralegal Studies or Legal Office Professional program to on-the-job work assignments. Student is required to attend a one-hour coordinating class weekly. The student's field performance will be evaluated by his/her employer and by the instructor. (Repeatable—not to exceed four units per level.) [D; CSU]

**LEGL 293.**

Legal Cooperative Work Experience IV  
2–4 units

**Grade only**

**Prerequisite:** LEGL 292 or equivalent

**Limitation on Enrollment:** Declared Paralegal Studies or Legal Office Professional major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit  
**Lecture 1 hour, laboratory 5–15 hours**  
**Offered:** Variable

Application of the principles and skills learned in the Paralegal Studies or Legal Office Professional program to on-the-job work assignments. Student is required to attend a one-hour coordinating class weekly. The student's field performance will be evaluated by his/her employer and by the instructor. (Repeatable—not to exceed four units per level.) [D; CSU]

LEGL 295.

Selected Topics in Legal Assistant

1–3 units

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**Offered:** Variable

Permits students to study relevant subjects within the field of legal assistant. The specific objectives, methods of instruction, and units of credit to be determined individually for courses proposed under this description. (May be repeated for additional credit with new content.) [D; \*CSU]

*\* Please refer to the class schedule for specific course description and transferability information.*

LEGL 299.

Independent Study

1–3 units

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**Limitation on Enrollment:** Eligibility for independent study. See page 30.

**Offered:** Variable

Individual study or research in some area of legal assistant which is of particular interest to the student and not included in regular courses of the College. [D; CSU]

