

Paralegal Studies

Paralegal Studies Program

Southwestern College offers both a certificate and a degree in Paralegal Studies to help individuals prepare for employment as paralegals. The program offers courses in various types of law, relevant paralegal topics, legal writing and research, and civil litigation. The program satisfies the educational requirements for paralegals under California law (Business & Professions Code §6450). A degree is required for those students who do not have a college degree. A certificate is awarded to those students who already have an A.A. or A.S. degree or higher.

The program is designed to train students to assist lawyers in private firms, legal departments of companies, or governmental agencies. Upon successful completion of the program requirements, the student will have the ability to apply theories and principles of law, prepare or interpret legal documents, draft pleadings including court forms, prepare for litigation, apply legal ethics, case management techniques, and skills for client interaction, and research the law, including on-line legal research. Competency will be assessed regularly by examinations and projects.

Required Courses

	Units
Legl 255 Introduction To Law	3
Legl 258 Legal Communication	3
Legl 259 Introduction To Paralegal Studies and Ethics	1
Legl 260 Legal Research	3
Legl 261 Civil Litigation I	3
Legl 268 Computer-Assisted Legal Research	2
Legl 270 Computer Skills For Legal Professionals	2.5
Legl 290 Cooperative Work Experience	2-4
Subtotal	19.5 – 21.5

Legal Specialty Elective Courses

(Select at least 11 units from the following courses)

Legl 256	International Law for Business	(3)	
Legl 262	Immigration Law	(3)	
Legl 264	Wills, Trusts & Estate Planning	(3)	
Legl 263	Family Law	(3)	
Legl 269	Civil Litigation - Procedures	(3)	
Legl 266	Mediation & Conflict Resolution	(2)	
Legl 267	Interviewing & Investigation	(2)	
Legl 271	Intro To Intellectual Property	(2)	
Legl 272	Business Organizations	(2)	11

Select at least 3 units from the following law-related courses:

AJ 151	Concepts of Criminal Law	(3)	
AJ 156	Legal Aspects of Evidence	(3)	
AJ 181	Juvenile Law & Procedures	(3)	
Bus 140	Business Law	(3)	3
TOTAL			33.5 - 35.5

New students are urged to take LEGL 255 - Introduction To Law and Legal Terminology and LEGL 259 – Legal Assistant: An Introduction as early as possible in the program. In addition, students are urged to complete as many of the required courses before completing the elective courses.

Certificate of Achievement will be granted upon the completion of all required courses listed above only to students who possess an associate degree or higher. NOTE: *All other students must complete the general education courses to obtain the associate degree.*