

Certificate of Completion in Paralegal Studies

The Certificate of Completion in Paralegal Studies indicates the completion of a core of nine paralegal subjects developed and approved by the Paralegal Studies faculty. It is designed to provide the student who already has a background of college education or practical experience in the legal field with theoretical and practical exposure to certain areas of the law which will help that person become more effective and valuable as a paralegal.

This certificate program is open only to those students who have completed a minimum of two years of college (90 quarter units or 60 semester units), of which at least 56 quarter units or 36 semester units are in the area of General Education, or who have at least three years of experience working in a law office and who demonstrate sufficient proficiency on their assessment testing. Entry through the work experience mode requires approval of the academic chair.

All students must also have previously taken, and passed with a C or better, any college-level written English course or be taking it concurrently during their first quarter. It is highly recommended that students have a basic working ability with computers and word processing prior to entry into the certificate program or that a software applications course be taken during the student's first quarter.

A certificate will be awarded to the student who completes the following courses with a grade point average of 2.0 or higher.

- **CERTIFICATE CORE REQUIREMENTS: 36 units**
 - LEGA 101 Introduction to the Legal System
 - LEGA 102 Torts
 - LEGA 201 Contracts
 - LEGA 204 Criminal Law
 - LEGA 206 Legal Drafting
 - LEGA 207 Legal Research
 - LEGA 210 Civil Litigation
 - LEGA 212 Professional Responsibility
 - LEGA 230 Evidence