

## Certificate of Completion in Paralegal Studies (128 Units)

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This certificate represents the completion of courses important to the student who seeks a position as a paralegal or a legal assistant. It includes a core group of general education courses that provide a background for management and law-related courses, all of which prepare the student for the challenges of the legal field.

### **COMMUNICATIONS** (20 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications
- ENGL 201 Report Writing

### **SOCIAL AND BEHAVIORAL SCIENCES** (16 UNITS)

- PS 101 American Institutions
- HIST 101 or 102 or 103 History of the United States
- Two Lower-Division Social and Behavioral Science Electives

### **HUMANITIES** (12 UNITS)

- Two Lower-Division Humanities Electives
- Upper-Division Humanities

### **MATH AND SCIENCE** (8 UNITS)

- MATH 100 College Math
- Science Elective

### **MANAGEMENT** (16 UNITS)

- MGT 115 Business Communications
- MGT 160 Computer Applications
- MGT 120 Business Law I
- MGT Elective

### **LEGAL STUDIES** (48 UNITS)

- LEGA 160 Legal Terminology and Beginning Legal Research
- LEGA 161 Legal Office Procedures
- LEGA 162 Legal Practice Overview
- LEGA 101 Introduction to the Legal System
- LEGA 102 Torts
- LEGA 103 Contracts
- LEGA 204 Criminal Law
- LEGA 206 Legal Studies Capstone
- LEGA 207 Legal Research
- LEGA 210 Civil Litigation
- LEGA 212 Professional Responsibility
- LEGA 230 Evidence or LEGA 295 Internship

### **GENERAL EDUCATION ELECTIVES** (8 UNITS)