

AS Paralegal

The Paralegal Program at Cañada College was developed in cooperation with the San Mateo County Bar Association and the San Mateo County Legal Secretaries Association to train personnel to assist attorneys in both civil and criminal matters. Instruction centers on assisting the attorneys in interviewing clients and preparing legal documents. Courses must be evaluated by a letter grade, not by the Pass grade.

Career Opportunities

Students who earn the Paralegal Studies A.S. degree are entitled to be called paralegals under California law. This degree prepares students to be paralegals, prepares students who want to pursue a higher education degree related to law and the legal system, prepares students for law school, and prepares foreign attorneys for a Master of Laws (LLM) program, which must be completed before taking California Bar Exam. Career Opportunities: The demand for skilled paralegals is high, and employment opportunities exist in law firms, trial technology companies, technology companies, biotech companies, consulting firms, insurance companies, or in state or federal courts. Graduates are prepared for positions including but not limited to paralegals, law clerks, trial clerks, legal assistants, legal secretaries, or trial technology paralegals.

Program Learning Outcomes

Students completing this program will be able to:

1. Use effectively both book and electronic legal research tools, and to identify and use primary and secondary law sources.
2. Use California superior court judicial council forms, and at least one software program containing such forms.
3. Understand, follow and apply ethical rules for attorneys and paralegals and to identify potential ethical issues in the legal environment.

AS Degree Requirements

Major: Core and Selective Requirements

Complete Core Courses, 18 units		Units
CBOT 435	Spreadsheets	3 units
LEGL 241	Law Office Management	3 units
LEGL 249	Introduction to the Legal System	3 units
LEGL 250	Legal Research and Writing	3 units
LEGL 252	Civil Litigation and Trial Preparation	3 units
LEGL 261	Legal Ethics	3 units

Selective courses, choose a minimum of 9 units from the following:

		Units
BUS. 201	Business Law	3 units
LEGL 251	Torts	3 units
LEGL 254	Family Law	3 units
LEGL 260	Advanced Legal Research and Writing	3 units
LEGL 263	Intellectual Property Law	3 units
LEGL 264	Contracts	3 units
LEGL 267	Animal Law	3 units
LEGL 272	Immigration Law	3 units
LEGL 276	Electronic Litigation and Investigation	3 units
LEGL 672	Cooperative Education: Internship	1 - 3 units

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

