

## CA 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 complete this Paralegal Certificate are entitled to be called paralegals under California law. This Certificate prepares students to be paralegals, as well as students who are applying for law school or foreign attorneys preparing for a Master of Laws (LLM) degree program. This Certificate prepares students for the legal and business fields, including law firms, corporate legal departments, corporations, federal and state courts, and research firms. According to the Bureau of Labor Statistics, between 2016 and 2026, there is an 18% projected increase in paralegal and legal assistant jobs in the Bay Area. Certificate holders are prepared for positions including but not limited to paralegals, legal assistants, legal secretaries, legal clerks, title officers, and notaries.

### 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.

### 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 269 | Elder Law                               | 3 units     |
| LEGL 272 | Immigration Law                         | 3 units     |
| LEGL 276 | Electronic Litigation and Investigation | 3 units     |
| LEGL 672 | Work Experience Education: Internship   | 1 - 3 units |

