About The College

The College
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. The campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

Curricula
Chaffey College offers two year associate in art or science degrees in academic or vocational fields, one-year certificates of achievement, and transfer programs that meet the lower-division requirements for a baccalaureate degree to be obtained at a four-year college or university. The college operates on the semester system, which consists of fall, spring, and summer terms.

Chaffey courses are offered at the main campus in Rancho Cucamonga and off-campus centers in Chino and Fontana.

District
The college district serves a population of 750,000 in the west end of the vibrant Inland Empire of San Bernardino County, including the communities of Chino, Chino Hills, Fontana, Montclair, Ontario, Rancho Cucamonga, and Upland.
The Program

The Paralegal Studies Certificate Program is intended to prepare students for employment as paralegals in various legal and business sectors. Chaffey’s Paralegal Studies Certificate Program emphasizes practical application and the development of up-to-date paralegal related job skills in addition to teaching legal theory. The certificate program is designed to enhance the ability of students to reason, understand and apply correct principles of law by teaching analytical and critical thinking skills. Graduates of the certificate program possess skills to enter the paralegal profession. The certificate program also allows those already in the paralegal line of work to improve their understanding of the paralegal profession.

California State law requires all paralegals to be certified by an accredited educational institution. Chaffey College’s Paralegal Studies Certificate Program meets and exceeds such mandates. Chaffey College is approved by the California Department of Education and the Western Association for Schools and Colleges. The certificate is awarded to students who have successfully completed 27 semester units in law-related courses. Chaffey College’s Paralegal Studies Certificate Program also exceeds the American Bar Association’s guideline for paralegal educational requirement.

Judicial Externship Opportunity:
All enrolled paralegal students are eligible to participate in a judicial externship (non-pay) with the San Bernardino County Superior Court system. Students may have the opportunities to work alongside with Superior Court judges, prosecutors, public defenders, staff attorneys, court clerks, and various other superior court personnel.

Program Benefits

- The Paralegal Studies Certificate Program meets and exceeds California statutory guideline for paralegal educational requirement.
- Upon satisfactory completion of the program, students will be recognized lawfully and legitimately by the State of California as a paralegal.
- Classes are taught by attorneys, senior legal office managers/paralegals, or other qualified professionals.
- Learn hands-on job skills to enter the paralegal profession.
- The Paralegal Studies Certificate Program is designed to prepare students for successful paralegal careers through a teaching philosophy that stresses practical application, as well as the development of up-to-date paralegal related job skills and critical thinking skills.
- The program provides a comprehensive understanding of the legal system and the role and responsibilities of paralegals.
- Acquire essential paralegal skills such as conducting legal research; calendaring; drafting legal documents and legal memoranda.
- Learn to work with other legal professionals.
- Understand office technology tools.
- Improve oral and written communication skills.

Preparing for a Career

The basis for a paralegal career begins with a quality education. Following is a list of courses required to obtain a Certificate in Paralegal Studies.
BUS 28 A Business Law I
BUS 28 B Business Law II
BUSPL 400 Introduction to Paralegal Studies
BUSPL 401 Legal Research and Writing
BUSPL 402 Civil Litigation
BUSPL 404 Evidence
BUSPL 404 Legal Office Procedures
AJ001 Administration of Justice System
BUS 410 International Business Law

Career Opportunities

- The occupation of paralegals is expected to rank among the top 100 fastest growing occupations in California.
- San Bernardino County has the highest percentage of projected employment growth in paralegals (compared to Los Angeles County and Orange County).
- Expand your career options, enhance your marketability, and improve your earning potential.
- Paralegals are employed by private law firms, corporations and corporate legal departments, financial institutions, insurance companies, real estate and title agencies, state and federal governmental agencies, courts, public defenders’ and prosecutors’ offices, public utility companies, publicly funded legal service projects, community legal service programs, and owners of freelance legal organizations contracting their services to attorneys or corporate legal departments.
- Current annual wages for paralegals range from $33,880 to $61,660.

For more information about the Chaffey College Paralegal Studies Certificate Program, call the Department of Business and Applied Technology at (909) 652-6829 or email abel.chen@chaffey.edu.