PROGRAM DESCRIPTION:
The Paralegal Studies certificate program is intended to prepare students for employment as paralegals in various legal sectors. The American Bar Association (ABA) By-Laws, Section 21.12 uses the terms “paralegal” and “legal assistant” interchangeably referring to persons who, although not members of the legal profession, are qualified through education, training, or work experience, and are employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance under the direction and supervision of an attorney, of specifically delegated substantive legal work.

The 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 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 program will possess skills to enter the paralegal profession. It also allows those already in the paralegal line of work to improve their understanding of the paralegal profession.

California State statute requires all paralegals to be certified by an accredited educational institution. Chaffey College’s Paralegal Studies certificate program meets and exceeds such mandates because Chaffey College is approved by the California Department of Education and the Western Association of Schools and Colleges, and 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.

HOW DO I KNOW THIS MAJOR IS FOR ME?
- You enjoy using computers, software or equipment to capture, store, retrieve, and transcribe information
- You like to actively listen and take notes
- You are detail oriented, discreet, and organized
- You enjoy working in a supportive role that deals with legal procedures
- You like working with set procedures and routines
- You are comfortable sitting for long periods of time and working on a computer
- You like to investigate and gather facts
- You enjoy conducting research on laws, regulations, and legal articles
- You enjoy filing, recordkeeping, preparing legal documents, and providing legal service aid to others

WHAT CAN I DO WITH THIS CERTIFICATE?
- Court Clerk
- Legal Support Workers
- Paralegal
- Legal Assistant
- Title Examiners
- Federal, Local, and State Government
- Finance and Insurance
- Legal Services
- Management of Companies and Enterprises

WHERE CAN I WORK?
This pathway provides you with a choice of various work environments including:
- Business Support Services
- Judicial Law Clerks
- Attorney
- Equal Opportunity Representative
- Labor Relations Specialist

WHAT IS THE POTENTIAL WAGE OUTLOOK?
This certificate may lead to a position as a Paralegal and Legal Assistant, which according to the EDD/LMID Occupational Employment Statistics Survey, 2017 the median wage in California was $57,670 annually or $27.72 per hour. For more information, visit www.labormarketinfo.edd.ca.gov/OccGuides.

The job and wage outlook will vary based on the position selected within this major. To review current salary information and job outlook for other occupational titles, visit www.onetonline.org.

WHAT CAN I DO IN THE FUTURE WITH MORE EDUCATION?
The positions below require at least a bachelor’s degree in a specific area of expertise, and experience working in a legal environment. Some may require advanced degrees in law. According to O*NetOnline, the median salary in 2016 for an Arbitrator in California was $79,450 annually. You can complete the Pathway to Law School Certificate to follow this pathway.
- Arbitrator, Mediator, or Conciliator
- Judicial Assistants
- Judicial Law Clerks
- Attorney
- Equal Opportunity Representative
- Labor Relations Specialist

For additional information about career pathways and to find out if this major is a good fit for you visit the Career Center located in MACC 203. Career information was collected from www.onetonline.org and www.bls.gov.
MAJOR AND COURSE REQUIREMENTS:

LEGEND: G=Grade  IP=In Progress  N=Need  **Bold: Prerequisites**  Plain Text: No Prerequisites

Major Requirements for the Paralegal Studies Associate in Science Degree: *(S077)*

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>IP</th>
<th>Need</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUSL 28A</td>
<td>Business Law I</td>
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<td><strong>BUSL 28B</strong></td>
<td><strong>Business Law II</strong></td>
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<td>Introduction to Paralegal Studies</td>
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<td>BUSL 401</td>
<td>Legal Research and Writing</td>
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<td><strong>BUSL 402</strong></td>
<td><strong>Civil Litigation</strong></td>
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<td>BUSL 403</td>
<td>Evidence</td>
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<td>BUSL 404</td>
<td>Law Office Operations</td>
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<td>BUSL 405</td>
<td>Legal Documents Preparation</td>
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<td><strong>BUSL 406</strong></td>
<td><strong>Advanced Legal Research and Writing</strong></td>
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Plus a minimum of 9 units from the following:

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<th>Need</th>
<th>Units</th>
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<td>BUSL 10</td>
<td>Introduction to Law and the Legal Process</td>
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<td>BUSL 50</td>
<td>Legal Aspects of Real Estate</td>
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<td>BUSL 407</td>
<td>Criminal Law &amp; Procedure</td>
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<td><strong>BUSL 408</strong></td>
<td><strong>Bankruptcy and Debtor/Creditor Relations</strong></td>
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<td>BUSL 409</td>
<td>Family Law</td>
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<td>BUSL 410</td>
<td>International Business Law</td>
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<td>BUSL 411</td>
<td>Estate Planning and Probate Law</td>
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<td>BUSL 412</td>
<td>Immigration Law</td>
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<td><strong>BUSL 413</strong></td>
<td><strong>Workers’ Compensation Law</strong></td>
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<td>BUSL 435</td>
<td>The Law of Marketing and Business Competition</td>
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Requirements for the Certificate: *(L400)*

Same as the requirements for the A.S. Degree

All courses required for a certificate must be completed with a minimum grade of C.

Student Name: ____________________________________

ID#: ______________________________________________

Date: ______________________________________________

Counselor: _________________________________________

COUNSELOR NOTES:

$46 per unit for CA Residents