

PARALEGAL/LEGAL ASSISTANT, AS

Business Division Degree S0310

The paralegal program is intended to prepare students for employment as paralegals in both private and public sectors following graduation. 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. Paralegals/legal assistants must comply with the legal restrictions in the practice of law by nonlawyer. The California Business & Professions Code, Section 6450 et seq, governs paralegals in California.

The American Bar Association does not recognize the following courses as meeting its definition of General Education: ARTB 14, ARTD 15A, ARTD 20, ARTD 25A, ARTS 30A, ARTS 40A, THTR 11, MUS 7, AD 3 and COUN 5. Students developing their educational plan should select another course from the Mt. SAC General Education area which will satisfy that area's General Education requirement.

This degree requires the completion of General Education coursework plus the following:

Required Courses

Course Prefix	Course Name	Units
PLGL 30	Introduction to Paralegal/Legal	3
PLGL 31	Legal Analysis and Writing	3
PLGL 32	Advanced Legal Analysis and Writing	3
PLGL 33	Civil Procedure	3
PLGL 34	Law Office Procedures	3
PLGL 35	Law Office Technology	3
PLGL 37	Tort Law	3
PLGL 38	Employment and Ethical Issues in Paralegalism	3
PLGL 39	Contract Law	3

Required Electives

Choose one course from the following:		3
PLGL 41	Property Law	
PLGL 42	Family Law	
PLGL 43	Wills and Trusts	
PLGL 44	Bankruptcy Law	
PLGL 48	Criminal Law and Procedures	
PLGL 49	Evidence Law	
BUSL 18	Business Law	
	or BUSL 18H Business Law - Honors	
BUSL 19	Advanced Business Law	
BUSL 20	International Business Law	

Total Units 30

The Paralegal/Legal Assistant program is approved by the American Bar Association.

Contact:

American Bar Association 321 N. Clark Street, 17th Floor Chicago, IL 60654-7598 (312)988-5618
www.americanbar.org (<http://www.americanbar.org>)

Program Learning Outcomes

Upon successful completion of this program, a student will:

- Have increased confidence in basic paralegal skills.
- Competently prepare basic legal documents such as motions and discovery, as they would be asked to do under the direction and supervision of a licensed attorney.
- Have earned LexisAdvance certification for paralegals.
- Have earned Westlaw certification for paralegals.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.