
Specialized Associate Degree—Paralegal

Objective: This program is designed to prepare graduates to assume positions as paralegals, legal secretaries, or administrative support staff in a law office. Emphasis is placed on the development of legal office skills such as: case management, legal research, discovery, docketing, drafting and analyzing legal documents, and alternative dispute resolution. A 75-hour internship is included for those students who meet certain requirements. Further concentration on critical thinking and decision making, human relations, and communications coupled with general education classes is designed to produce well-qualified legal assistants who, under the supervision of an attorney, can perform such tasks as managing complex files, developing legal practice systems, research and writing, and case management. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Expected Educational Outcomes: Upon completing the Specialized Associate Degree – Paralegal program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and machine transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. Knowledge and understanding of managerial duties required in a law office.
4. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring, and accounting software.
5. Interpret and understand contemporary business literature.
6. To further learn management concepts, communications, and human relations principles as they relate with career success and productivity.
7. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

Specialized (Occupational) Associate Degree awarded upon successful completion of all graduation requirements.

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5
AC16LB	Fundamentals of Accounting IB Lab	25	1.0
BM141	Math Review	25	1.0
BM142	Business Math	25	2.5

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