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Paralegal Studies

**Social Sciences and
Humanities Division**
Bldg. L1 Room L-13
408-864-8770

Counseling Center
Student and Community
Services Bldg. 2nd Fl.
408-864-5400

Career Center
Student and Community
Services Bldg. 2nd Fl.
408-864-5711

Please visit the Counseling Center to apply for certificates and degrees, and for academic planning assistance.

Certificate of Achievement-Advanced Requirements

1. A minimum 2.0 GPA ("C" average) in the required units.
2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A or ESL 5 and eligibility for MATH 114.
Note: A maximum of 18 quarter units may be transferred from other academic institutions.

A.A./A.S. Degree Requirements

1. Completion of all General Education (GE) requirements (31-42 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA ("C" average).
2. Completion of all major requirements. Major units must be completed with a minimum 2.0 GPA ("C" average). Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).
Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.
3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA ("C" average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA ("C" average).
Note: A minimum of 24 quarter units must be earned at De Anza College.

Major courses for certificates and degrees must be completed with a letter grade unless a particular course is offered on a pass/no-pass basis only.

Information for Paralegal Studies Students

The Paralegal Studies Program at De Anza College is approved by the American Bar Association. The primary goal of the program is to educate students for positions as paralegals where they can demonstrate the competency and ethical standards demanded of the profession. The program's specific objectives are:

1. Provide paralegal students with a well-rounded, balanced education founded on a beneficial mix of general education and legal education including theory and practical courses, and stressing understanding and reasoning rather than rote learning of facts.
2. Develop in paralegal students an understanding of the basic organization and operation of the federal and California state legal systems.
3. Promote the development of paralegals who understand and appreciate the role of and ethical responsibilities of paralegals in the legal field.
4. Develop in paralegal students the following practical skills:
 - a. Written and oral communication skills
 - b. Ability to do basic legal research, including computer assisted legal research, demonstrating familiarity with both federal and state research tools.
 - c. Ability to do basic legal writing including office correspondence, interoffice memoranda, and memoranda of law
 - d. In-depth knowledge and ability to function in the area of civil litigation including the ability to draft documents such as pleadings and motions
 - e. Sufficient familiarity in one or more areas of law to function as a paralegal working in that substantive area.

Paralegal graduates cannot give legal advice, appear in court, or otherwise engage in the unauthorized practice of law. The practice of law by non-attorneys is strictly prohibited by law.

Paralegal Studies

Certificate of Achievement-Advanced

For a Certificate of Achievement-Advanced, students must have an A.A./A.S. degree or higher, complete the required 46 units listed below for the Paralegal Studies A.A. Degree, and meet the corresponding certificate requirements.

Paralegal Studies

A.A. Degree

Complete the following for the major and meet the A.A./A.S. degree requirements.

PARA 86	Legal Analysis	4
PARA 88	The Paralegal and Professional Responsibility	2
PARA 92A	Partnerships and Corporations	4
PARA 94	Introduction to California Law	4
PARA 95	Overview of American Law	4
PARA 96A	Introduction to Legal Research and Writing	4
PARA 97A	Civil Litigation Procedures	4
PARA 97B	Advanced Civil Litigation Procedures	4

Complete a minimum of 12 units from these major elective courses:

PARA 65	Current Paralegal Topics (0.5)	
PARA 65W	Current Paralegal Topics (1)	
PARA 65X	Current Paralegal Topics (2)	
PARA 65Y	Current Paralegal Topics (3)	
PARA 65Z	Current Paralegal Topics (4)	
PARA 84	Trial Preparation (4)	
PARA 85	Intellectual Property Law (4)	
PARA 87	Personal Injury and Tort Litigation (4)	
PARA 89	Landlord Tenant Law (4)	
PARA 91A	California Family Law (4)	
PARA 92B	Corporate Securities Regulations (4)	
PARA 93	Bankruptcy Law (4)	
PARA 96B	Advanced Legal Research and Writing (4)	
PARA 96C	Computer Assisted Legal Research/Writing (2)	
PARA 98	Drafting Wills and Trusts (4)	
PARA 99	California Probate Law and Procedures (4)	12

Complete a minimum of four (4) additional units from the major elective courses listed directly above or these following courses:

ADMJ 25	Law and Social Change (4)	
ADMJ 61	Criminal Investigation (4)	
CAOS 91AM	Word Processing I (Word 2007) (2) (or CAOS 91AL)	
CAOS 91BM	Word Processing II (Word 2007) (2) (or CAOS 91BL)	
CAOS 91CL	Word Processing III (Word XP/2002) (1.5) (or CAOS 91CK)	
CAOS 171O	Intro. to Office Automation I (MS Outlook) (1)	
ES 60	Environmental Law (4)	
ICS 29	Cultural Pluralism and American Law and Justice (4)	
LCEN 51	Business Resources on the World Wide Web (1)	
PARA 3	Concepts of Criminal Law (5)	
PARA 11	Federal Courts and Constitutional Law (4)	
PARA 18	Business Law I (5)	
PARA 52A	Legal Aspects of Real Estate in California I (4)	
PARA 54	Youth and the Law (4)	
PARA 64	Paralegal Internship (1)	
PARA 64X	Paralegal Internship (2)	
PARA 64Y	Paralegal Internship (3)	
PARA 64Z	Paralegal Internship (4)	
PARA 69	Administration of Justice Field Trips (3)	
PARA 74A	Interviewing, Interrogation and Crisis Intervention (4)	
PARA 75	Principles and Procedures of the Justice System (4)	
PARA 90A	Legal Aspects of Evidence (4)	4

Major	Paralegal Studies	46 units
GE	General Education (31-42 units)	
Electives	Elective courses req'd. when major units plus GE units total is less than 90	
	Total Units Required	90 units