



What is the job outlook for paralegals?

Both the U.S. Department of Labor and California Employment Development Department project higher than average growth for the paralegal profession. De Anza has graduated hundreds of students now working in the legal field as paralegals and in related positions.

“Paralegals are projected to grow faster than average, as law offices try to reduce costs by assigning them tasks formerly carried out by lawyers.” — THE U.S. DEPARTMENT OF LABOR

“The employment of paralegals is expected to rank among the top 100 fastest growing occupations in California.”

— THE STATE OF CALIFORNIA,
EMPLOYMENT DEVELOPMENT DEPARTMENT

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Betsy Bechtel ■ Paul Fong ■ Laura Casas Frier
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For more information about the paralegal profession:

U.S. Department of Labor, Bureau of Labor Statistics
www.bls.gov

California Employment Development Department
www.labormarketinfo.edd.ca.gov

National Association of Legal Assistants
www.nala.org

National Federation of Paralegal Associations
www.paralegals.org

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The De Anza Paralegal Program is approved by the American Bar Association and meets the educational requirements of the California Business and Professions Code for paralegals.

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.

This publication was funded in part by the Chancellor's Office, California Community Colleges VTEA IC contract #04-C01-016.

DE ANZA COLLEGE



Paralegal Program

"The Paralegal Program has exceptional teachers who are passionate about the law and share that passion with their students. It's a great vocational program that succeeds in preparing students well for future employment. It creates a balance between lectures and skill development such as research and writing."

– YVONNE EDLER-GUETTAF



"Our enjoyment of liberty depends on our system of laws. The De Anza Paralegal faculty can help you understand our legal system and the way it safeguards your freedoms every day of your life. What better lesson could you ask for?"

– WILL DRESSER



"De Anza's Paralegal Program is excellent and has already made a difference in my legal career. The teachers and staff are very helpful and friendly, making it a great educational experience."

– MANUELA SALVADOR



De Anza's Paralegal Program Offers Students

- A well-rounded education founded on a mix of general and legal education courses including theory and practice, stressing understanding and reasoning rather than rote learning of facts
- An understanding of the basic organization and operation of the federal and California legal systems
- An understanding and appreciation of the role of paralegals in the legal field, and their ethical responsibilities
- Proficiency in one or more areas of law

Training in these practical skills

- Written and oral communications
- Basic and computer-assisted legal research using both federal and state research tools
- Basic legal writing including office correspondence, interoffice memoranda and memoranda of law
- Drafting litigation documents such as pleadings and motions

Faculty members who are:

- Superior Court judges
- Experienced attorneys
- Practicing paralegals

What does a paralegal do?

Work under the supervision of attorneys and assist them through

- Performing legal and factual research
- Drafting legal documents and correspondence
- Interviewing clients and witnesses
- Helping the attorney at trial or other hearings
- Maintaining and organizing files
- Coordinating the use of technology in law practices

Where do paralegals work?

- Private law offices, government offices, corporations and community legal service organizations

What skills do paralegals need?

- Reading and writing comprehension
- Critical thinking and complex problem solving
- Communication and organizational skills
- Flexibility
- Computer skills and office procedures

