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Cupertino, CA 95014
408-864-5678
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Academic Year
2016 - 2017

Paralegal Studies

Social Sciences and Humanities Division
Bldg. L1, Room L13
408-864-8770

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

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

Certificate of Achievement-Advanced Requirements

1. A minimum "C" grade in each major course.
2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A or EWRT 1AH 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. Each major course must be completed with a minimum "C" grade.

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 only offered on a pass/no-pass basis.

Paralegal Studies

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

A.A. Degree

The Paralegal Studies Certificate of Achievement-Advanced and A.A. degree programs prepare students to work in the legal field as paralegals under the supervision of attorneys. Paralegal duties include performing factual and legal research, drafting legal documents and correspondence, interviewing clients and witnesses, assisting attorneys in pretrial work, including document discovery and analysis, and at trials and hearings, organizing and maintaining case files and coordinating the use of technology in legal work.

Student Learning Outcomes - upon completion, students will be able to:

- evaluate, critique and analyze legal and factual information.
- synthesize and analyze legal and factual information through effective written and oral communication.
- compare and contrast the American and California legal systems within a global legal environment.
- research legally relevant facts from diverse source materials.
- assess the quality of information and utilize appropriate informational resources to evaluate a legal issue.

Certificate of Achievement-Advanced

For a Certificate of Achievement-Advanced, students must have an A.A./A.S. degree or higher, complete the required 48 units listed below for the Paralegal Studies A.A. degree, and meet the requirements for this certificate level.

A.A. Degree

1. Meet the A.A./A.S. degree requirements.
2. Complete the following.

PARA 67	Law Office Management for Paralegals	2
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: 12

PARA 65 series	PARA 65W, 65X, 65Y, 65Z Current Paralegal Topics (1-4)	
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 and Investigation (4)	
PARA 98	Drafting Wills and Trusts (4)	
PARA 99	California Probate Law and Procedures (4)	

Complete a minimum of four (4) units below OR from the courses listed above (not already taken): 4

ADMJ 3	Concepts of Criminal Law (CP 2) (4)	
ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 54	Youth and the Law (4)	
ADMJ 61	Criminal Investigation (4)	
ADMJ 84	Forensic Science (4)	
ADMJ 90A	Legal Aspects of Evidence (CP 4) (4)	
BUS 18	Business Law I (5)	
E S 6	Introduction to Environmental Law (4)	
ICS 29	Cultural Pluralism and American Law and Justice (4) <i>also listed as ADMJ 29</i>	
LIB 51	Business Resources on the World Wide Web (1)	
PARA 25	Law and Social Change (4) <i>also listed as ADMJ 25</i>	
PARA 64 series	PARA 64, 64X, 64Y, 64Z Paralegal Internship (1-4)	
PARA 69	Paralegal Field Trips (1)	
PARA 74A	Interviewing, Interrogation and Crisis Intervention (4) <i>also listed as ADMJ 74A and PSYC 74A</i>	
PARA 75	Principles and Procedures of the Justice System (4) <i>also listed as ADMJ 75</i>	
REST 52A	Legal Aspects of Real Estate (4)	
	Total Units Required	48

A.A. Degree

Major	Complete the Cert. of Achievement-Advanced requirements	48
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90