

# BUSINESS- PARALEGAL STUDIES

## PROGRAM DESCRIPTION:

The Paralegal Studies certificate program is intended to prepare students for employment as paralegals in various legal sectors. 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.

The Paralegal Studies certificate program emphasizes practical application and the development of up-to-date paralegal related job skills in addition to teaching legal theory. The program is designed to enhance the ability of students to reason, understand and apply correct principles of law by teaching analytical and critical thinking skills. Graduates of the program will possess skills to enter the paralegal profession. It also allows those already in the paralegal line of work to improve their understanding of the paralegal profession.

California State statute requires all paralegals to be certified by an accredited educational institution. Chaffey College’s Paralegal Studies certificate program meets and exceeds such mandates because Chaffey College is approved by the California Department of Education and the Western Association of Schools and Colleges, and the certificate is awarded to students who have successfully completed 27 semester units in law-related courses. Chaffey College’s Paralegal Studies certificate program also exceeds the American Bar Association’s guideline for paralegal educational requirement.

## CAREER AT A GLANCE:

### HOW DO I KNOW IF THIS MAJOR IS FOR ME?

- You enjoy using computers and software to capture, transcribe, store and retrieve data
- You like to actively listen and take notes
- You are detail oriented and organized
- You enjoy working in a supportive role that deals with legal procedures
- You like working with set procedures and routines
- You are comfortable sitting for long periods of time
- You like to investigate and gather facts
- You enjoy conducting research, especially on laws, regulations, and legal articles
- You enjoy filing, recordkeeping, and preparing documents
- You want to provide legal service aid to others
- You are good at actively listening and communicating with others

*Use Focus2Career on your MyChaffey portal to learn more about careers and majors that fit you best.*

### WHERE CAN I WORK?

Business Support Services      Federal/Local/State Government  
 Finance and Insurance              Legal Services  
 Management of Companies

*For more information visit: [www.labormarketinfo.edd.ca.gov/OccGuides](http://www.labormarketinfo.edd.ca.gov/OccGuides)*

### HOW DO I GET STARTED?

- Take Introduction to Law and Legal Process
- Apply for entry level positions in reception, data entry, or customer service with employers where you would like to promote
- Job shadow and network with legal professionals
- Take writing courses to increase effective business writing practices
- Practice interpersonal and public speaking skills

### WHAT CAN I DO WITH THIS CERTIFICATE AND/OR ASSOCIATE DEGREE?

<i>Position Title</i>	<i>CA Median Salary</i>
Court Clerk	\$45,250
Legal/Paralegal Secretary	\$52,040
Legal Support Workers	\$50,040
Paralegal	\$57,300
Legal Assistant	\$57,300
Title Examiners	\$57,640

### WHAT CAN I DO WITH HIGHER EDUCATION AND ADDITIONAL TRAINING?

<i>Position Title</i>	<i>CA Median Salary</i>
Arbitrator/Mediator	\$78,350
Judicial Assistants	\$58,170
Judicial Law Clerks	\$58,170
Attorney	\$149,670
Equal Opportunity Representative	\$80,830
Labor Relations Specialist	\$77,660
Financial Examiner	\$94,430
Financial Planner	\$103,490

*For more information about careers, education and training requirements, salary data, and job outlooks visit*

*[www.onetonline.org](http://www.onetonline.org).*

For additional information about career pathways and to find out if this major is a good fit for you visit the Career Center located in MACC 203. Career information was collected from [www.onetonline.org](http://www.onetonline.org) and [www.bls.gov](http://www.bls.gov).

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**MAJOR AND COURSE REQUIREMENTS:**

**LEGEND:** G=Grade    IP=In Progress    N=Need    **Bold: Prerequisites**    Plain Text: No Prerequisites

<i>Major Requirements for the Paralegal Studies Associate in Science Degree: (S077)</i>		Grade	IP	Need	Units
BUSL 28A	Business Law I				3
<b>BUSL 28B</b>	<b>Business Law II</b>				<b>3</b>
BUSL 400	Introduction to Paralegal Studies				3
BUSL 401	Legal Research and Writing				3
<b>BUSL 402</b>	<b>Civil Litigation</b>				<b>3</b>
<b>BUSL 403</b>	<b>Evidence</b>				<b>3</b>
BUSL 405	Legal Document Preparation and Law Office Procedures				3
<b>BUSL 406</b>	<b>Advanced Legal Research and Writing</b>				<b>3</b>

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor: \_\_\_\_\_

<i>Plus a minimum of 6 units from the following:</i>		Grade	IP	Need	Units
<b>BUSL 10</b>	<b>Introduction to Law and the Legal Process</b>				<b>3</b>
BUSL 50	Legal Aspects of Real Estate				3
BUSL 407	Criminal Law & Procedure				3
<b>BUSL 408</b>	<b>Bankruptcy and Debtor/Creditor Relations</b>				<b>3</b>
BUSL 409	Family Law				3
BUSL 410	International Business Law				3
BUSL 411	Estate Planning and Probate Law				3
BUSL 412	Immigration Law				3
<b>BUSL 413</b>	<b>Workers' Compensation Law</b>				<b>3</b>
BUSL 435	The Law of Marketing and Business Competition				3
BUSL 496ABC	Internships in Paralegal				1-3

COUNSELOR NOTES:

\$46 per unit for CA Residents

**Requirements for the Certificate: (L400)**  
 Same as the requirements for the A.S. Degree