

PARALEGAL STUDIES CERTIFICATE

PROGRAM CODE: 2C21275B

The **Paralegal Studies Certificate** may be awarded to those students completing the required coursework, and that have an Associate in Science Degree, an Associate of Arts Degree, a Bachelor's or higher degree from a regionally-accredited college or university. All students with an associate degree must have their transcripts evaluated for General Education requirements as listed in the General Education requirements for the Associate in Science degree in Paralegal Studies. The Paralegal Studies Program is approved by the American Bar Association (ABA). An additional 9 units must be chosen from the restricted electives listed below. A minimum grade of C is required in each course taken. Students who wish to transfer course work from another ABA-approved program may be able to transfer up to six (6) restricted elective units provided the course is the same as a course offered in the Fullerton College Paralegal Studies Program and awards exactly the same number of units. Students must take at least nine semester credits, or the equivalent, of legal specialty courses through synchronous instruction. This certificate requires a total of 33 units. This certificate program is designed to prepare students for employment in a paraprofessional capacity as an assistant to an attorney in private practice, in a governmental agency, or in private industry. Paralegals may perform many tasks under the supervision of a licensed attorney, including: preparing forms and pleadings; interviewing clients; researching and writing legal documents; managing a law office; and engaging in court filings, billing, or other litigation activities, including trial preparation. This program is not intended to prepare students for the practice of law.

Code	Title	Units
Required Courses (24 units):		
PLEG 101 F	Introduction to Paralegal Studies	3
PLEG 104 F	Introduction to Legal Research and Terminology	3
PLEG 105 F	Introduction to Legal Writing	3
PLEG 116 F	Law Office Technology	4
PLEG 201 F	Civil Litigation I	3
PLEG 202 F	Civil Litigation II	3
PLEG 221 F	Ethics for Paralegals (formerly PLEG 090FF)	2
PLEG 223 F	Advanced Legal Research and Writing	3
Restricted Electives (9 units):		
PLEG 203 F	Tort Law (formerly Personal Injury)	3
PLEG 204 F	Family Law	3
PLEG 205 F	Probate, Wills and Trusts	3
PLEG 206 F	Bankruptcy Law and Procedure	3
PLEG 208 F	Workers' Compensation Law	3
PLEG 209 F	Criminal Law and Procedure	3
PLEG 210 F	Paralegal Internship	2-4
PLEG 211 F	Real Property Law and Procedure	3
PLEG 213 F	Employment and Labor Law	3
PLEG 214 F	Contract Law and Procedure	3
PLEG 215 F	Electronic Discovery and Software Application	3

PLEG 217 F	Immigration Law	3
PLEG 218 F	Entertainment and Sports Law	3
PLEG 219 F	Intellectual Property	3
PLEG 222 F	Alternative Dispute Resolution	3
PLEG 225 F	Law Office Management	3
PLEG 226 F	Constitutional Law	3
PLEG 227 F	International Law	3

Total Units **33**

Outcome 1: Apply rules of professional conduct and the ethical requirements of a paralegal as mandated by state law to resolve any issues.

Outcome 2: Develop research and writing skills to perform substantive legal analysis on tasks that would be assigned by an attorney in any legal environment.

Outcome 3: Analyze and evaluate the function of the branches of government; the impact of primary versus secondary legal authorities; and the categorization of sources of law in the United States to perform legal tasks associated with a client's case.

Outcome 4: Develop sensitivity through adaptability and flexibility by working with a diverse group of people and factual client situations.

Outcome 5: Use legal technology commonly utilized in the field of law to perform various forms of legal writing; law office management; trial preparation; legal research; and other tasks performed by paralegals.

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