

ASSOCIATE OF SCIENCE IN PARALEGAL (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Paralegal through the study of record keeping, brief writing, law office, legal research, drafting documents, and preparing evidence through the study of legal terminology, legal ethics, legal research, and legal writing and will acquire skills for legal writing and research along with business law knowledge.

Program Outcomes

- Enter the legal profession as a paralegal/legal assistant
- Perform legal research and prepare legal documents
- Apply principles of legal ethics, and recognize legal limits pertaining to the duties a paralegal can and cannot perform

Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: paralegal AKA legal assistant, legal secretary, and legal document preparer.

Notes

A paralegal is not an attorney and, therefore, cannot give legal advice or represent another in court, except under very limited circumstance provided by law. Unauthorized Practice of Law (UPL) is violation under California Business and Professions Code 6125-6129. This degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		30
BUS 018	Business Law	4
BUS 184	Business Communications	3
BUS 271	College Keyboarding Level 2	3
BUS 293	Business English	4
PARA 101	Intro to Paralegalism	3
PARA 102	Legal Terminology	2
PARA 203	Civil Procedures 1	4
PARA 205	Legal Research and Writing	4
PARA 210	Legal Ethics, Mgt & Interview	3
+		
RESTRICTED ELECTIVES		7
Select seven units from the following courses. Limited to only one AJ course:		
AJ 014	Criminal Law 1	3
AJ 025	Constitutional Law *	3
AJ 112	Legal Aspects of Evidence	3
PARA 204	Civil Procedures 2	3
PARA 232	Wills, Trusts & Estate Planning	2
PARA 237	Family Law	3
WEXP 193 P	Paralegal Wrk Exp-1st Sem	1-4
WEXP 194 P	Paralegal Wrk Exp-2nd Sem	1-4
+		
ELECTIVES		0-1
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
+		
ADDITIONAL REQUIREMENTS		
Additional Requirement: typing certificate within the last six months of certificate application verifying a typing speed of 45 CWAM for 5 minutes.		

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TOTAL

60-62

* Courses meet General Education requirements and 0-3 units may double count above in COS-GE.

The Associate Degree requirements include completion of the:

1. Required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (<https://catalog.cos.edu/associate-degree-requirements>) for additional details).