

PARALEGAL STUDIES

Program Description

This program prepares individuals to perform research, drafting, investigatory activities, record-keeping and related Paralegal administrative functions under the supervision of an attorney in a law firm, public or private entity, and/or within a courtroom setting. This includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

Campus

RIV

Award Type

AS

Career Opportunities

- Paralegal

Wages

	Annual	Hourly
Paralegal	\$52,519	\$27.35

Contact Information

Riverside – (951) 222-8551



PARALEGAL STUDIES Associate in Science Degree

AS591

Required Courses (37.5 units) Units

Level 1 Courses

BUS-18A	Business Law I	3
PAL-10	Introduction to Paralegal Studies	3
PAL-64	Legal Research and Computer Applications	3
PAL-68	Civil Litigation and Procedures I	3
CAT/CIS-80	Word Processing: Microsoft Word	3
or	for Windows	
CAT/CIS-84	Word Processing: WordPerfect for Windows	3

Level II courses

BUS-18B	Business Law II	3
PAL-14	Legal Ethics	3
PAL-70	Law Office Policies, Procedures & Ethics	1.5
PAL-72	Legal Analysis and Writing	3
PAL-78	Civil Litigation and Procedures II	3

Specialty Courses (Select 9 units from the following)

ACC-1A	Principles of Accounting I	3
PAL-80	Internship Project	1.5
PAL-81	Bankruptcy Law and Procedures	3
PAL-83	Estate Planning and Probate Procedures	3
PAL-85	Family Law and Procedures	3
PAL-87	Trial Practice Preparation and Procedures	3
RLE-82	Legal Aspects of Real Estate	3

Plus completion of the graduation requirements as described in the catalog.

Associate in Science Degree

The Associate in Science degree in Paralegal Studies will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.