

# PARALEGAL STUDIES ASSOCIATE IN SCIENCE



The legal profession has evolved, like the medical profession, into a profession of specialties. Based on this development, lawyers need qualified assistants to better help them provide legal services to their clients. Paralegals are trained, professional technicians able to provide this needed legal assistance.

This degree program is specifically designed to prepare and provide students with the analytical skills and written abilities necessary to assist attorneys in the practice of law. The technical curriculum goals and objectives emphasize three primary areas:

1. Legal Research, Analysis and Writing
2. Ethics and the Mechanics of Law
3. Integration of Substantive and Procedural Law

The successful paralegal degree candidate will possess a broad educational background with an opportunity to gain specialized skills in specific areas of law. The large curriculum offering also allows practicing paralegals to attend college refresher or new skills development courses.

This program does not prepare students for law school or the practice of law. Please note: Paralegals may not provide legal services directly to the public, except as permitted by law.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Apply the research, analytical skills and college-level writing abilities necessary to assist attorneys in the practice of law.
- Conduct oneself in an ethical and professional manner when confronted with a law office related conflict scenario.

## Career Opportunities

Claim Examiner  
 Compensation and Benefits Manager  
 Compliance and Enforcement Inspector  
 Contract Consultant<sup>1</sup>  
 Forms and Procedures Specialist  
 Freelance Paralegal  
 Labor Relations Specialist<sup>2</sup>  
 Law Clerk  
 Legal Aide  
 Legal Assistant  
 Legal Research Assistant  
 Legal Technician  
 Occupational Safety and Health Worker  
 Paralegal<sup>1</sup>  
 Patent Agent  
 Title Examiner

<sup>1</sup> Bachelor Degree normally recommended.

<sup>2</sup> Bachelor Degree or higher required.

It is recommended that incoming students complete C grade or higher in ESL-2B Advanced Accelerated Composition for English as a Second Language or placement into ENGL-120 College Composition and Reading or equivalent prior to taking any Paralegal Studies classes.

## Associate in Science Degree Requirements

Code	Title	Units
BOT-120	Comprehensive Word, Level I	1
BOT-121	Comprehensive Word, Level II	1
Select one of the following:		1
BOT-122	Comprehensive Word, Level III	
BOT-151	Using Microsoft Outlook	
BOT-115	Essential Excel	
BUS-125	Business Law: Legal Environment of Business	3
PARA-100	Introduction to Paralegal Studies	3
PARA-110	Civil Litigation Practice and Procedures	3
PARA-130	Legal Research and Writing	3
PARA-132	Computer Assisted Legal Research (CALR)	3
PARA-135	Bankruptcy Law	3
Select at least six units from the following:		6
PARA-120	Introduction to Administrative Law	
PARA-121	Social Security Disability Law	
PARA-125	Business Organizations	
PARA-140	Introduction to Criminal Law and Procedures	
PARA-145	Estate Planning	
PARA-146	Probate and Administration of Estates	
PARA-150	Family Law (Divorce, Separation, Nullity, and Paternity)	
PARA-151	Family Law (Custody, Visitation, Support)	
PARA-160	Personal Injury	
PARA-170	Workers' Compensation	
PARA-175	Electronic Discovery: Fundamentals and Procedure	
PARA-176	Electronic Discovery: Advanced Practice	
PARA-250	Internship <sup>1</sup>	
PARA-251	Paralegal Studies Practicum	
<b>Total Units</b>		<b>27</b>

Plus General Education Requirements as shown below

<sup>1</sup> Student must complete 18 units within the major to be eligible for this course.

**Recommended Elective:** BUS-128 Business Communication

## General Education Requirements for the Paralegal Studies Degree

Code	Title	Units
<b>Area A - Language and Rationality</b>		
Select a minimum of 6 semester units. One course from each category:		6
<b>1. Written Communication</b>		
ENGL-120	College Composition and Reading	
<b>2. Oral Communication and Analytical Thinking</b>		
COMM-120	Interpersonal Communication	
COMM-122	Public Speaking	
COMM-137	Critical Thinking in Group Communication	
COMM-145	Argumentation	
ENGR-100	Introduction to Engineering and Design	
MATH-120	Quantitative Reasoning	
MATH-125	Structure and Concepts of Elementary Mathematics I	
MATH-160	Elementary Statistics	
MATH-170	Analytic Trigonometry	
MATH-175	College Algebra	
MATH-176	PreCalculus: Functions and Graphs	
MATH-178	Calculus for Business, Social and Behavioral Sciences	
MATH-180	Analytic Geometry and Calculus I	
MATH-245	Discrete Mathematics	
MATH-280	Analytic Geometry and Calculus II	
MATH-281	Multivariable Calculus	
MATH-284	Linear Algebra	
PHIL-125	Critical Thinking and Philosophical Composition	
PHIL-130	Logic	
PSY-215	Statistics for the Behavioral Sciences	
<b>Area B-Natural Sciences</b>		
Select a minimum of 4 semester units, including one course that includes a laboratory:		4
ANTH-130	Introduction to Biological Anthropology	
ASTR-110	Descriptive Astronomy	
ASTR-112	General Astronomy Laboratory <sup>1</sup>	
BIO-112	Contemporary Issues in Environmental Resources	
BIO-115	Biology of Alcohol and Other Drugs	
BIO-122	The Secret Life of Plants <sup>1</sup>	
BIO-130	General Biology I	
BIO-131	General Biology I Laboratory <sup>1</sup>	
BIO-140	Human Anatomy <sup>1</sup>	
BIO-152	Paramedical Microbiology <sup>1</sup>	
BIO-230	Principles of Cellular, Molecular and Evolutionary Biology <sup>1</sup>	
BIO-240	Principles of Ecology, Evolution and Organismal Biology <sup>1</sup>	
CHEM-102	Introduction to General, Organic and Biological Chemistry <sup>1</sup>	
CHEM-120	Preparation for General Chemistry <sup>1</sup>	

CHEM-141	General Chemistry I <sup>1</sup>	
GEOG-120	Physical Geography: Earth Systems	
GEOG-121	Physical Geography: Earth Systems Laboratory <sup>1</sup>	
GEOL-104	Earth Science	
GEOL-110	Planet Earth	
GEOL-111	Planet Earth Laboratory <sup>1</sup>	
OCEA-112	Introduction to Oceanography	
OCEA-113	Oceanography Laboratory <sup>1</sup>	
PHYC-110	Introductory Physics <sup>1</sup>	
PHYC-130	Fundamentals of Physics <sup>1</sup>	
PHYC-131	Fundamentals of Physics <sup>1</sup>	
PHYC-201	Mechanics and Waves <sup>1</sup>	
PHYC-202	Electricity, Magnetism, and Heat <sup>1</sup>	
PHYC-203	Light, Optics, and Modern Physics <sup>1</sup>	
<b>Area C - Humanities</b>		
Minimum of 3 semester units.		
Select one of the following:		3
ARAM-120	Aramaic I	
ARAM-121	Aramaic II	
ARAM-220	Aramaic III	
ARBC-120	Arabic I	
ARBC-121	Arabic II	
ARBC-145	Arabic Civilizations	
ARBC-220	Arabic III	
ARBC-221	Arabic IV	
ARBC-250	Conversational Arabic I	
ARBC-251	Conversational Arabic II	
ART-100	Art Appreciation	
ART-120	Two-Dimensional Design	
ART-124	Drawing I	
ART-129	Three-Dimensional Design	
ART-140	Survey of Western Art I: Prehistory through Middle Ages	
ART-141	Survey of Western ART II: Renaissance through Modern	
ART-143	Modern Art	
ART-145	Contemporary Art	
ART-146	Asian Art	
ASL-120	American Sign Language I	
ASL-121	American Sign Language II	
ASL-140	Inside Deaf Culture	
ASL-220	American Sign Language III	
ASL-221	American Sign Language IV	
ENGL-122	Introduction to Literature	
ENGL-201	Women, Gender, and Sexuality in Literature	
ENGL-202	Introduction to Film as Literature	
ENGL-214	Masterpieces of Drama	
ENGL-217	Fantasy and Science Fiction	
ENGL-221	British Literature I	
ENGL-222	British Literature II	
ENGL-231	American Literature I	
ENGL-232	American Literature II	

ENGL-270	World Literature I
ENGL-271	World Literature II
HIST-100	Early World History
HIST-101	Modern World History
HIST-105	Early Western Civilization
HIST-106	Modern Western Civilization
HUM-110	Principles of the Humanities
HUM-115	Arts & Culture of San Diego
HUM-116	Kumeyaay Arts and Culture I
HUM-140	Humanities of the Americas
HUM-155	World Mythology through the Humanities
KUMY-120	Kumeyaay Language I
KUMY-121	Kumeyaay Language II
KUMY-220	Kumeyaay Language III
MUS-110	Great Music Listening
MUS-111	History of Jazz
MUS-115	History of Rock Music
MUS-116	Introduction to World Music
MUS-117	Introduction to Music History and Literature
PHIL-110	A General Introduction to Philosophy
PHIL-115	History of Philosophy I: Ancient and Medieval
PHIL-117	History of Philosophy II: Modern and Contemporary
PHIL-140	Problems in Ethics
RELG-120	World Religions
RELG-170	Introduction to Christianity
SPAN-120	Spanish I
SPAN-121	Spanish II
SPAN-141	Spanish and Latin American Cultures
SPAN-145	Hispanic Civilizations
SPAN-220	Spanish III
SPAN-221	Spanish IV
SPAN-250	Conversational Spanish I
SPAN-251	Conversational Spanish II
THTR-110	Introduction to the Theatre

**Area D - Social and Behavioral Sciences**

Minimum of 3 semester units.

Select one of the following: 3

ANTH-120	Cultural Anthropology
CD-115	Changing American Family
CD-125	Child Growth and Development
CD-131	Child, Family and Community
CD-145	Child Abuse and Family Violence in Our Society
COMM-110	Introduction to Mass Communication
COMM-124	Intercultural Communication
ECON-110	Economic Issues and Policies
ECON-120	Principles of Macroeconomics
ECON-121	Principles of Microeconomics
GEOG-106	World Regional Geography
GEOG-130	Human Geography: the Cultural Landscape

HED-120	Personal Health and Lifestyles
HED-201	Introduction to Public Health
HIST-108	Early American History
HIST-109	Modern American History
HIST-118	U.S. History: Chicano/Chicana Perspectives I
HIST-119	U.S. History: Chicano/Chicana Perspectives II
HIST-122	Women in Early American History
HIST-123	Women in Modern American History
HIST-124	History of California
HIST-128	Kumeyaay History I: Precontact - 1845
HIST-129	Kumeyaay History II: 1846 - Present
HIST-130	U.S. History and Cultures: Native American Perspectives I
HIST-131	U.S. History and Cultures: Native American Perspectives II
HIST-180	U.S. History: Black Perspectives I
HIST-181	U.S. History: Black Perspectives II
POSC-120	Introduction to Politics and Political Analysis
POSC-121	Introduction to U.S. Government and Politics
POSC-124	Introduction to Comparative Government and Politics
POSC-130	Introduction to International Relations
POSC-140	Introduction to California Governments and Politics
PSY-120	Introductory Psychology
PSY-125	Cross-Cultural Psychology
PSY-134	Human Sexuality
PSY-138	Social Psychology
PSY-140	Physiological Psychology
PSY-150	Developmental Psychology
PSY-170	Abnormal Psychology
PSY-220	Learning
SOC-120	Introductory Sociology
SOC-125	Marriage, Family and Alternative Lifestyles
SOC-130	Contemporary Social Problems

**Area E - Cultural Diversity Graduation Requirement**

Minimum of 3 semester units.

Select one of the following: 3

ART-151	Chicanx Art
COMM-124	Intercultural Communication
ENGL-236	Chicana/o Literature
ENGL-238	Black Literature
ETHN-107	History of Race & Ethnicity in the United States
ETHN-114	Introduction to Race & Ethnicity
ETHN-130	U.S. History and Cultures: Native American Perspectives I
ETHN-131	U.S. History and Cultures: Native American Perspectives II
ETHN-236	Chicana/o Literature

ETHN-238	Black Literature
HIST-107	History of Race & Ethnicity in the United States
HIST-114	Comparative History of the Early Americas
HIST-115	Comparative History of the Modern Americas
HIST-118	U.S. History: Chicano/Chicana Perspectives I
HIST-119	U.S. History: Chicano/Chicana Perspectives II
HIST-128	Kumeyaay History I: Precontact - 1845
HIST-129	Kumeyaay History II: 1846 - Present
HIST-130	U.S. History and Cultures: Native American Perspectives I
HIST-131	U.S. History and Cultures: Native American Perspectives II
HIST-148	The Modern Middle East
HIST-180	U.S. History: Black Perspectives I
HIST-181	U.S. History: Black Perspectives II
HUM-111	Culture, Art & Ideas of the United States
KUMY-166	Introduction to Native American Politics and Policy
POSC-165	Introduction to the Politics of Race and Gender
POSC-166	Introduction to Native American Politics and Policy
PSY-125	Cross-Cultural Psychology
PSY-132	Psychology of Health
SOC-114	Introduction to Race & Ethnicity
SOC-120	Introductory Sociology
SOC-125	Marriage, Family and Alternative Lifestyles
SOC-150	Latinx Communities in the United States

**Additional Requirements**

Select two additional courses from two different areas, minimum 6 semester units: 6

Area B - Natural Sciences

Area C - Humanities

Area D - Social and Behavioral Sciences

<sup>1</sup> This course includes a laboratory.

## Degree Requirements

Cuyamaca College will confer the Degree of Associate in Science in Paralegal Studies upon students who successfully complete the following requirements:

1. A minimum of 60 semester units of college work.
2. Competency Requirements
  - a. Completion of ENGL-120 College Composition and Reading with a grade of "C" or better or "P"<sup>1</sup>.
  - b. Completion of any mathematics course numbered MATH-160 Elementary Statistics or higher, or statistics course from another discipline with intermediate algebra as a prerequisite, such as PSY-215 Statistics for the Behavioral Sciences, with a grade of "C" or higher or a grade of "P".

### 3. Exercise Science Degree Requirements

Two activity courses in exercise science are required for graduation from Cuyamaca College. These courses are marked with an asterisk in the Course Descriptions section.

- a. If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.
  - b. Veterans who have completed at least one year of honorable active service will receive up to three units of credit for exercise science which will satisfy the activity requirement for graduation. To receive credit for military service, a DD-214 and appropriate military records must be submitted to the Admissions and Records Office.
4. Achievement of a "C" average (2.0 GPA) in all college work counted toward general education requirements.
  5. Achievement of a "C" grade or higher or "Pass" in all courses counted toward the major.
  6. A maximum of 12 "P"<sup>1</sup> semester units taken in regular course work at this institution may be counted toward the 60 semester units required for graduation.
  7. A minimum of 12 semester units of Legal Specialty courses must be completed at Cuyamaca College.

<sup>1</sup> A grade of "P" (Pass) represents a "C" grade or better.

For more information regarding degree requirements, see Degree Requirements and Transfer Information section.