

PARALEGAL STUDIES, CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible
Banner Code: 3_CN_PARA
Control Number: 20366

The American Bar Association (ABA) approves Coastline's Paralegal Studies Program. The Paralegal Program prepares personnel for the intermediary position between the legal secretary and the attorney, performing work under the supervision of an attorney. Paralegals work in law offices and other legal and law related environments, and many interact with clients. A paralegal shall not provide legal advice or engage in conduct that constitutes the unauthorized practice of law, including contracting with a natural person other than an attorney for the performance of paralegal services (California Business & Professions Code, Sections 6450 et seq.). This program is not intended to prepare students for law school or the practice of law.

Students who do not already possess an Associate of Arts or bachelor degree from a regionally accredited college or university must complete the associate degree (60 units) as specified below. These requirements are in compliance with the ABA Guidelines for paralegal programs. Degree candidate students are required to attend a paralegal orientation or a counseling session and complete the English and Math Placement Testing and Group A General Education requirements prior to entering LAW C105 Civil Litigation 1, LAW C118 Legal Analysis and Briefing, LAW C121 Legal Research/CALR, LAW C390 Legal Clinic Practicum/Ethics and/or any major elective with a "LAW" designation. The remaining general education units are to be completed concurrently with the remaining paralegal courses. Students must achieve a grade point average of 2.0 or higher in each paralegal studies course.

Paralegal studies course work taken at other institutions in an ABA-approved program, with approval by the paralegal studies department, will qualify for no more than six (6) units of transfer credit in legal specialty courses in the paralegal studies certificate program. Paralegal studies courses taken for other than a letter grade are limited to seven (7) units within the 27 unit total, and 21 units of paralegal course work must be completed at Coastline College. (Credit by examination is not available for courses within the Paralegal Studies Certificate.) Upon completion of the degree program, students will be awarded an associate degree in Paralegal Studies and a Certificate of Achievement in Paralegal Studies approved by the American Bar Association.

Students possessing a transferable Associate of Arts or bachelor degree from a regionally accredited college or university, with official transcripts on file at Coastline, will be awarded a Certificate of Achievement in Paralegal Studies approved by the American Bar Association upon completion of the 27 units of required paralegal courses. All students are required to attend a paralegal orientation or a counseling session and must achieve a grade point average of 2.0 or higher in each paralegal studies course. All students are required to demonstrate computer proficiency (see Requirements).

Program Level Student Learning Outcomes

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

1. Analyze and communicate conclusions both orally and in writing.
2. Apply legal concepts to the clients' problems.
3. Apply legal ethics in the paralegal field.

Certificate Graduation Requirements

A Certificate is awarded upon completion of the required coursework with a grade of C or higher in each course. A grade of P (Pass) is acceptable, however, the student must meet an overall GPA requirement of 2.0 to receive the certificate. To receive the certificate, a student must file a petition for graduation during their final semester prior to the application deadline as noted on the Coastline Graduation webpage (<https://www.coastline.edu/student-life/graduation.php>).

Certificate of Achievement

Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training to those already employed. Certificates of Achievements are majors that include 16 units or more and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degree.

- Student must be in attendance at the time requirements are completed.
- Students must also earn a minimum of 12 units of coursework at Coastline, excluding experiential credit.
- A student with prior experience may be excused from certain certificate courses.
- 50 percent of the certificate program's units must be completed at Coastline no matter how the total number of units required for the certificate can be met.

Course	Title	Units
Required Paralegal Courses		
Students will complete all of the following:		
LAW C100	Introduction to Paralegal Studies	3
LAW C127	Legal Procedure 1	3
LAW C128	Legal Procedure 2	3
LAW C105	Civil Litigation 1	3
LAW C118	Legal Analysis and Briefing	3
LAW C121	Legal Research/CALR	4
or LAW C120 & LAW C122	Legal Research and Computer Assisted Legal Research	
LAW C390	Legal Clinic Practicum/Ethics	2
Program Electives		
Select six units of the following:		
LAW C110	Civil Litigation 2	6
LAW C115	Criminal Litigation	
LAW C126	Legal Aspects of Health Care Administration	
LAW C130	Law Office Management	
LAW C135	Family Law	
LAW C142	Probate Administration/Estate Planning	
LAW C148	Elder Law	

Course	Title	Units
LAW C150	Corporate/Business Organizations	
LAW C152	Conflict Analysis and Resolution	
LAW C155	Bankruptcy Law and Procedures	
LAW C158	Intellectual Property	
LAW C160	Civil Trials and Evidence	
LAW C161	Tort Law	
LAW C164	Contract Law	
LAW C170	Computer Applications for the Paralegal ¹	
Total Units		27

¹ American Bar Association Computer Proficiency Requirement. Computer proficiency may be demonstrated by the satisfactory completion of LAW C170 Computer Applications for the Paralegal or BC C148 Intermediate Microsoft Word and LIBR C110 Library Research and Information Competency; by completion of similar courses; by transfer credit course work; by workplace substantiation; by Microsoft Certification; or by other computer industry certification.

² Work Based Learning courses apply only to these elective units and are not a part of the paralegal studies courses. Earn credit for work you do on the job. [Effective catalog 2012-2013]