

Paralegal/Legal – Criminal Specialty

BUSINESS ADMINISTRATION DEPARTMENT

Major 21402

The Paralegal/Legal – Criminal Specialty program is intended to prepare students for employment as paralegals in both private and public sectors following graduation. The American Bar Association (ABA) By-Laws Section 21.12 uses the terms paralegal and legal assistant interchangeably referring to persons who, although not members of the legal profession, are qualified through education, training, or work experience and are employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the direction and supervision of an attorney, of specifically delegated substantive legal work. Paralegals/legal assistants must comply with the legal restriction in the practice of law by nonlawyers.

The paralegal program stresses practical application and the development of job skills as well as teaching legal theory. The program is designed to enhance the ability of students to reason, understand and apply correct principles of law by teaching analytical and critical thinking skills as opposed to rote learning. Graduates of the program will qualify for entry level employment and will possess skills for advancement and specialized areas in the paralegal profession. Students wishing a Bachelor's Degree (*transfer program*) should consult with a counselor or advisor to discuss transferability of courses.

The American Bar Association has reviewed the Paralegal/Legal Specialist Program and found it in compliance with the standards developed by the Standing Committee on Legal Assistant Programs. The Paralegal/Legal Specialty Program has been granted approval by the American Bar Association.

Requirements for the Major

Required courses:

PLGL 30	Introduction to Paralegal/Legal	3.0	CSU
PLGL 31A	Legal Analysis and Writing	3.0	
PLGL 31B	Advanced Legal Analysis and Writing	3.0	CSU
PLGL 33A	Civil Procedure Pretrial	3.0	CSU
PLGL 33B	Civil Procedure-Trial and Post-Trial	3.0	CSU
PLGL 35A	Law Office Procedures	3.0	CSU
PLGL 35B	Automated Law Office Procedures	3.0	
PLGL 37	Tort Law	3.0	CSU
PLGL 38	Employment and Ethical Issues in Paralegalism	2.0	
PLGL 39	Contract Law	3.0	CSU
PLGL 48	Criminal Law and Procedures	3.0	CSU
PLGL 49	Evidence Law	3.0	CSU

TOTAL UNITS 35.0

Recommended Electives:

The Paralegal/Legal faculty recommend that students complement their studies with selected elective courses, including PLGL 36 – Paralegal Internship.

Special Information:

The ABA does not recognize the following courses as meeting its definition of General Education: ARTB 14, ARTD 15A, ARTD 17A, ARTD 20, ARTD 25A, ARTS 30A, ARTS 40A, THTR 11, MUS 7, AD 3 and COUN 5. Students developing their educational plan should select another course from the Mt. SAC General Education area which will satisfy that area's General Education requirements.