

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 Consultant¹
 Forms and Procedures Specialist
 Freelance Paralegal
 Labor Relations Specialist²
 Law Clerk
 Legal Aide
 Legal Assistant
 Legal Research Assistant
 Legal Technician
 Occupational Safety and Health Worker
 Paralegal¹
 Patent Agent
 Title Examiner

¹ Bachelor Degree normally recommended.

² 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 ¹	
Total Units		27

Plus General Education Requirements as shown below

¹ 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
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Area A - Language and Rationality

Select a minimum of 6 semester units. One course from each category: 6

1. Written Communication

ENGL-120	College Composition and Reading
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2. Oral Communication and Analytical Thinking

COMM-120	Interpersonal Communication
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COMM-122	Public Speaking
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COMM-137	Critical Thinking in Group Communication
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COMM-145	Argumentation
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ENGR-100	Introduction to Engineering and Design
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MATH-110	Intermediate Algebra for Business, Math, Science and Engineering Majors
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MATH-120	Quantitative Reasoning
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MATH-125	Structure and Concepts of Elementary Mathematics I
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MATH-160	Elementary Statistics
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MATH-170	Analytic Trigonometry
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MATH-175	College Algebra
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MATH-176	PreCalculus: Functions and Graphs
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MATH-178	Calculus for Business, Social and Behavioral Sciences
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MATH-180	Analytic Geometry and Calculus I
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MATH-245	Discrete Mathematics
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MATH-280	Analytic Geometry and Calculus II
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MATH-281	Multivariable Calculus
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MATH-284	Linear Algebra
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PHIL-125	Critical Thinking
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PHIL-130	Logic
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PSY-215	Statistics for the Behavioral Sciences
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Area B-Natural Sciences

Select a minimum of 4 semester units, including one course that includes a laboratory: 4

ANTH-130	Introduction to Biological Anthropology
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ASTR-110	Descriptive Astronomy
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ASTR-112	General Astronomy Laboratory ¹
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BIO-112	Contemporary Issues in Environmental Resources
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BIO-115	Biology of Alcohol and Other Drugs
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BIO-122	The Secret Life of Plants ¹
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BIO-130	General Biology I
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BIO-131	General Biology I Laboratory ¹
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BIO-140	Human Anatomy ¹
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BIO-152	Paramedical Microbiology ¹
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BIO-230	Principles of Cellular, Molecular and Evolutionary Biology ¹
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BIO-240	Principles of Ecology, Evolution and Organismal Biology ¹
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CHEM-102	Introduction to General, Organic and Biological Chemistry ¹
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CHEM-115	Fundamentals of Chemistry ^{1,2}
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CHEM-120	Preparation for General Chemistry ^{1,2}
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CHEM-141	General Chemistry I ¹
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GEOG-120	Physical Geography: Earth Systems
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GEOG-121	Physical Geography: Earth Systems Laboratory ¹
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GEOL-104	Earth Science
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GEOL-110	Planet Earth
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GEOL-111	Planet Earth Laboratory ¹
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OCEA-112	Introduction to Oceanography
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OCEA-113	Oceanography Laboratory ¹
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PHYC-110	Introductory Physics ¹
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PHYC-130	Fundamentals of Physics ¹
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PHYC-131	Fundamentals of Physics ¹
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PHYC-201	Mechanics and Waves ¹
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PHYC-202	Electricity, Magnetism, and Heat ¹
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PHYC-203	Light, Optics, and Modern Physics ¹
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Area C - Humanities

Minimum of 3 semester units.

Select one of the following: 3

ARAM-120	Aramaic I
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ARAM-121	Aramaic II
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ARAM-220	Aramaic III
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ARBC-120	Arabic I
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ARBC-121	Arabic II
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ARBC-145	Arabic Civilizations
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ARBC-220	Arabic III
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ARBC-221	Arabic IV
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ARBC-250	Conversational Arabic I
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ARBC-251	Conversational Arabic II
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ART-100	Art Appreciation
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ART-120	Two-Dimensional Design
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ART-124	Drawing I
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ART-129	Three-Dimensional Design
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ART-140	Survey of Western Art I: Prehistory through Middle Ages
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ART-141	Survey of Western ART II: Renaissance through Modern
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ART-143	Modern Art
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ART-144	Architecture of the 20th and 21st Centuries
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ART-145	Contemporary Art
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ART-146	Asian Art
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ART-148	Applied Design and Crafts
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ASL-120	American Sign Language I
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ASL-121	American Sign Language II
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ASL-140	Inside Deaf Culture
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ASL-220	American Sign Language III
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ASL-221	American Sign Language IV
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ENGL-122	Introduction to Literature
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ENGL-201	Women, Gender, and Sexuality in Literature
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ENGL-202	Introduction to Film as Literature
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ENGL-214	Masterpieces of Drama
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ENGL-217	Fantasy and Science Fiction
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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 and Culture in Local Context - San Diego
HUM-116	Kumeyaay Arts and Culture I
HUM-120	European Humanities
HUM-140	Humanities of the Americas
HUM-155	World Mythology through the Humanities
KUMEY-120	Kumeyaay Language I
KUMEY-121	Kumeyaay Language II
KUMEY-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
PHIL-117	History of Philosophy II: Modern and Contemporary
PHIL-140	Problems in Ethics
PHIL-170	Philosophy of Religion: A Cross-Cultural Introduction
RELG-120	World Religions
RELG-130	Scriptures of World Religions
RELG-160	Introduction to the Hebrew Bible: The First Testament
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-111	Culture, Art & Ideas of the United States
ETHN-114	Introduction to Race & Ethnicity
ETHN-118	U.S. History: Chicano/Chicana Perspectives I
ETHN-119	U.S. History: Chicano/Chicana Perspectives II
ETHN-130	U.S. History and Cultures: Native American Perspectives I
ETHN-131	U.S. History and Cultures: Native American Perspectives II
ETHN-150	Latinx Sociology
ETHN-180	U.S. History: Black Perspectives I
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
KUMEY-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 Sociology

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

¹ This course includes a laboratory.

² Students will not receive credit for more than one of the following courses: CHEM-115 Fundamentals of Chemistry, CHEM-120 Preparation for General Chemistry.

Degree Requirements

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

- A minimum of 60 semester units of college work.
- Competency Requirements
 - Completion of ENGL-120 College Composition and Reading with a grade of "C" or better or "P"¹.
 - Completion of MATH-110 Intermediate Algebra for Business, Math, Science and Engineering Majors or a higher numbered mathematics class, or a statistics course from another discipline that has intermediate algebra as a prerequisite, with a grade of "C" or better or a grade of "P"¹ or completion of assessment placing into a class higher than MATH-110 Intermediate Algebra for Business, Math, Science and Engineering Majors.
- 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.

 - 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.
 - 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.
- Achievement of a "C" average (2.0 GPA) in all college work counted toward general education requirements.
- Achievement of a "C" grade or higher or "Pass" in all courses counted toward the major.
- A maximum of 12 "P"¹ semester units taken in regular course work at this institution may be counted toward the 60 semester units required for graduation.
- A minimum of 12 semester units of Legal Specialty courses must be completed at Cuyamaca College.

¹ A grade of "P" (Pass) represents a "C" grade or better.

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