

Santa Ana College Paralegal Program Offers Students Two Program Options

Associate Degree in Paralegal Studies

To graduate from the program all students must show proof of completion of 21 units of general education classes. The ABA further specifies that 18 of those units be taken in specific areas of study. To insure that general education courses meet both the college and ABA requirements, students are urged to seek counseling prior to enrollment in general education classes.

Certificate in Paralegal Studies

A Paralegal Certificate is available only to students who have received an Associate in Arts or Science Degree or Bachelor of Arts or Science Degree from an accredited college or university. The student must meet the eighteen semester units of ABA approved courses in the areas of language and composition, mathematics, social science and behavioral sciences, natural sciences, humanities and the arts.

Nondiscrimination Policy

The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator: John Didion, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489



This American Bar Association (ABA) approved program is designed to prepare the student to work in a paraprofessional capacity as an assistant to an attorney in a law firm, governmental agency or corporation. The paralegal performs many tasks normally handled by an attorney, such as preparing forms and pleadings, interviewing clients and witnesses, legal research and document organization. Strong English skills, computer knowledge and good organizational skills are an asset in this profession.

Paralegals may not provide legal services directly to the public. In California, paralegals must work under the direction and supervision of a licensed California attorney. See California Business and Professions Code §6450 et seq for more details.

At the completion of the program, students will be able to:

1. Make ethical decisions in the workplace
 - a. Students will complete PARA 121 (Ethics and Professional Responsibility).
 - b. Students will incorporate ethical standards in the Law Office Management class through problem solving and discussion board topics.
2. Understand legal concepts
 - a. Students will demonstrate legal concepts in the legal specialty courses through examination and practical exercises.
 - b. Students will draft law office memorandum and appellate briefs in the Advanced Legal Writing class incorporating analysis of legal concepts.
3. Communicate effectively orally and in writing
 - a. Students will draft law office memorandum.
 - b. Students will use proper grammar, punctuation, and spelling.
4. Use legal technology
 - a. Students will demonstrate the use of the Microsoft office suite (Word, Excel and Power Point).
 - b. Students will complete assignments using legal specific software.
5. Exhibit critical thinking skills
 - a. Students will analyze cases related to the legal specialty classes.
 - b. Students will evaluate fact patterns to demonstrate the application of legal concepts to the given facts.



PARALEGAL PROGRAM

SANTA ANA COLLEGE BUSINESS DIVISION

*An American Bar Association
Approved Program*

For Information:
714.564.6750 or
714.564.6858
www.sac.edu
www.sacparalegal.org

Santa Ana College
1530 West 17th Street
Santa Ana, CA 92076-3398

Legal Elective Choices

Business 101: Business Law or
 Business 105: Legal Environment of Business
 Paralegal 105: Cooperative Work Experience
 Education - Occupational
 Paralegal 107: Principles & Procedures in the
 Criminal Justice System
 Paralegal 122: Elder Law
 Paralegal 131: Alternate Dispute Resolution
 Paralegal 132: Family Law & Procedure
 Paralegal 133: Workers' Compensation Law &
 Procedure
 Paralegal 134: Probate Law & Procedure
 Paralegal 135: Bankruptcy Law & Procedure
 Paralegal 136: Real Property Law & Procedure
 Paralegal 137: Tort & Insurance Law
 Paralegal 138: Law of Business Organizations
 Paralegal 139: Fundamentals of Labor Law
 Paralegal 140: Immigration Law & Procedure
 Paralegal 147: International Commercial
 Agreements & Distribution
 Law
 Paralegal 148: International Intellectual
 Property Law
 Paralegal 149: The Law of Global Commerce
 Paralegal 299: Cooperative Work Experience
 Education



Santa Ana College

1530 West 17th Street, Santa Ana, California 92706

ASSOCIATE DEGREE/CERTIFICATE

Required Core Courses for all Students:

Paralegal 100: Introduction to Paralegal Studies*
 Paralegal 101: Law Office Management
 Paralegal 120: Computers in the Law Office
 Paralegal 121: Ethics and Professional Responsibility
 Paralegal 130: Legal Transactions
 Paralegal 145: Civil Litigation Overview
 Paralegal 246: Legal Research & Analysis
 Paralegal 248: Advanced Research & Writing
 Paralegal 298: The Professional Paralegal

*Students must take Paralegal 100 prior to or
 concurrently with other legal specialty courses except
 Paralegal 120.

Specialty Requirements:

In addition to the required core courses listed above, students
 must select one of the 4 alternatives to the right:

Generalist Alternative

Select 7 units of legal electives

Litigation Specialty Alternative

Paralegal 131: Alternate Dispute Resolution
 Paralegal 137: Tort & Insurance Law
 3 units of legal electives

Transactional Specialty Alternative

Business 101: Business Law or
 Business 105: Legal Environment of Business
 Paralegal 136: Real Property Law & Procedure
 Paralegal 138: Law of Business Organizations

International Specialty

Paralegal 136: Real Property Law & Procedure
 Paralegal 138: Law of Business Organizations
 Paralegal 140: Immigration Law & Procedure
 Paralegal 147: International Commercial
 Agreements & Distribution Law
 Paralegal 148: International Intellectual Property
 Law
 Paralegal 149: The Law of Global Commerce

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