

PARALEGAL CERTIFICATE REQUIREMENTS

Class		units	5 yr.	when completed		Recommended semester	Comments
Para 100	The Paralegal Profession	3				1	Pre-requisite to most Para. May take concurrent
Para 101	Law Office Management	2	*			1 or summer	online only
Para 120	Computers in the Law Office	4	*			2	
Para 121	Ethics	2				1	online only
Para 145	Civil Litigation Overview	4	*			1	
Para 146	Tort Law and ADR	4	*			3	
Para 150	Legal Transactions	4	*			3	
Para 246	Legal Research and Analysis	4				2	Prerequisite to Para 248
Para 248	Advanced Research and Writing	3				4	Must have C or better in Para 246
Para 297	The Professional Paralegal	2	*			4	Cap stone Class Prereq: Para100,101,120,121,246
Bus 105	Legal Environment of Business	3				2 or summer	Available OER and Online
	Total Required	35					

LEGAL ELECTIVES 3 UNITS MINIMUM

Course	Course Title	units	5 yr.	when completed			
Para 105	Internship recommended	3-4				3-4	

MINIMUM 18 UNITS ABA APPROVED GENERAL EDUCATION (from minimum 3 disciplines)

Course	Course Title	units		where completed	Discipline		
		18					ABA Required GE
Total GE							



NON-ABA APPROVED GENERAL EDUCATION UNITS

Total Units							Minimum total of 60 units

Total Minimum Units is 60 units per ABA approval requirements. Required Paralegal class units is 38, plus 18 general education classes that meet the ABA requirement is 56 total. The remaining units may be paralegal electives or any college level course.