



21250 Stevens Creek Blvd.
Cupertino, CA 95014
408-864-5678
www.deanza.edu

Academic Year
2022 - 2023

Paralegal Studies

Social Sciences and Humanities Division
Bldg. L1, Room L13
408-864-8770

Find your counselor at
deanza.edu/our-counselors

Please visit the Counseling and Advising Center to apply for degrees and for academic planning assistance.

Certificate of Achievement-Advanced Requirements

- Completion of all major courses with a C grade or higher.
- Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A, EWRT 1AH, EWRT 1AS with EWRT 1AT, or ESL 5 and eligibility for MATH 114.

Note: A maximum of 18 quarter units may be transferred from other academic institutions.

A.A./A.S. Degree Requirements

1. Completion of all General Education (GE) requirements (32-43 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA (C average).
2. Completion of all major courses with a C grade or higher. Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).
Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.
3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA (C average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA (C average).

Note: A minimum of 24 quarter units must be earned at De Anza College.

Paralegal Studies

Information for Paralegal Studies Students

The Paralegal Studies Program at De Anza College is approved by the American Bar Association. The primary goal of the program is to educate students for positions as paralegals where they can demonstrate the competency and ethical standards demanded of the profession. The program's specific objectives are:

- Provide paralegal students with a well-rounded, balanced education founded on a beneficial mix of general education and legal education including theory and practical courses, and stressing understanding and reasoning rather than rote learning of facts.
- Develop in paralegal students an understanding of the basic organization and operation of the federal and California state legal systems.
- Promote the development of paralegals who understand and appreciate the role of and ethical responsibilities of paralegals in the legal field.
- Develop in paralegal students the following practical skills:
 - Written and oral communication skills
 - Ability to do basic legal research, including computer assisted legal research, demonstrating familiarity with both federal and state research tools
 - Ability to do basic legal writing including office correspondence, interoffice memoranda and memoranda of law
 - In-depth knowledge and ability to function in the area of civil litigation including the ability to draft documents such as pleadings and motions

- Sufficient familiarity in one or more areas of law to function as a paralegal working in that substantive area

Paralegal graduates cannot give legal advice, appear in court, or otherwise engage in the unauthorized practice of law. The practice of law by non-attorneys is strictly prohibited by law.

Paralegal Studies

Certificate of Achievement-Advanced

A.A. Degree

The Paralegal Studies Certificate of Achievement-Advanced and A.A. degree programs prepare students to work in the legal field as paralegals under the supervision of attorneys. These programs provide graduates with a well-rounded education in a range of legal practice areas, including litigation and corporate law, and elective courses that include intellectual property and other legal practice specialties. Paralegal duties include performing factual and legal research; drafting legal documents and correspondence; interviewing clients and witnesses; assisting attorneys in pretrial work, including document discovery and analysis, and at trials and hearings; organizing and maintaining case files; and coordinating the use of technology in the legal work.

Program Learning Outcomes: Upon completion, students will be able to

- Evaluate, critique and analyze legal and factual information
- Synthesize and analyze legal and factual information through effective written and oral communication
- Compare and contrast the American and California legal systems within a global legal environment
- Research legally relevant facts from diverse source materials
- Assess the quality of information and utilize appropriate informational resources to evaluate a legal issue

Certificate of Achievement-Advanced

For a Certificate of Achievement-Advanced, students must have an A.A./A.S. degree or higher, complete the required 48 units listed below for the Paralegal Studies A.A. degree and meet the requirements for this certificate level.

A.A. Degree

1. Meet the A.A./A.S. degree requirements.
2. Complete the following.

PARA 67	Law Office Management for Paralegals	2
PARA 86	Legal Analysis	4
PARA 88	The Paralegal and Professional Responsibility	2
PARA 92A	Partnerships and Corporations	4
PARA 94	Introduction to California Law	4
PARA 95	Overview of American Law <i>also listed as ADMJ 95 and POLI 95</i>	4
PARA 96A	Introduction to Legal Research and Writing	4

PARA 97A	Civil Litigation Procedures	4
PARA 97B	Advanced Civil Litigation Procedures	4

Complete a minimum of 12 units:

PARA 65 series	PARA 65W, 65X, 65Y, 65Z Current Paralegal Topics (1-4)	12
PARA 72	Trademarks Law (4)	
PARA 85	Intellectual Property Law (4)	
PARA 87	Personal Injury and Tort Litigation (4)	
PARA 89	Landlord Tenant Law (4)	
PARA 91A	California Family Law (4)	
PARA 92B	Corporate Securities Regulations (4)	
PARA 93	Bankruptcy Law (4)	
PARA 96C	Computer Assisted Legal Research and Investigation (4)	
PARA 98	Drafting Wills and Trusts (4)	
PARA 99	California Probate Law and Procedures (4)	

Complete a minimum of four units below or from above (not already taken):

ADMJ 3	Concepts of Criminal Law (CP 2) (4) <i>also listed as PARA 3 and POLI 13</i>	4
ADMJ 11	Federal Courts and Constitutional Law (4) <i>also listed as PARA 11 and POLI 11</i>	
ADMJ 54	Youth and the Law (4) <i>also listed as PARA 54 and SOC 54</i>	
ADMJ 61	Criminal Investigation (4)	
ADMJ 84	Forensic Science (4)	
ADMJ 90A	Legal Aspects of Evidence (CP 4) (4) <i>also listed as PARA 90A</i>	
BUS 18	Business Law I (5)	
CETH 29	Ethnic Studies, Cultural Pluralism and American Law and Justice (4) <i>also listed as ADMJ 29</i>	
ES 6	Introduction to Environmental Law (4)	
LIB 51	Business Resources on the Internet (1)	
PARA 25	Law and Social Change (4) <i>also listed as ADMJ 25</i>	
PARA 64 series	PARA 64, 64X, 64Y, 64Z Paralegal Internship (1-4)	
PARA 69	Paralegal Field Trips (1)	
PARA 74A	Interviewing, Interrogation and Crisis Intervention (4) <i>also listed as ADMJ 74A and PSYC 74A</i>	
PARA 75	Principles and Procedures of the Justice System (4) <i>also listed as ADMJ 75 and POLI 75</i>	
REST 52A	Legal Aspects of Real Estate (4)	
Total Units Required		48

A.A. Degree

Major	Complete the Certificate of Achievement-Advanced requirements	48
GE	General Education (32-43 units)	
Electives	Elective courses required when the major units plus GE units total is less than 90 units	
Total Units Required		90

Paralegal Studies - Corporate Law

Certificate of Achievement-Advanced

The Paralegal Studies - Corporate Law Certificate of Achievement-Advanced sequence prepares students to work under the supervision of an attorney in a corporate law practice, including in-house legal departments, government agencies and nonprofit organizations. Paralegal duties in a corporate practice include performing factual and legal research; drafting legal documents and correspondence; interviewing clients and witnesses; organizing and maintaining case files; coordinating the use of technology in legal work; and assisting lawyers with substantive legal work related to mergers and acquisitions, company formation, technology transactions, securities transactions, venture funds, startup enterprises and other specific corporate practice legal work.

Program Learning Outcomes: Upon completion, students will be able to

- Evaluate, critique and analyze legal and factual information
- Synthesize and analyze legal and factual information through effective written and oral communication
- Compare and contrast the American and California legal systems within a global legal environment
- Research legally relevant facts from diverse source materials
- Compare and contrast the different types of California business organizations
- Outline the processes for formation and dissolution of each type of California business organization
- Compare federal and state registration requirements and key forms
- Explain the sanctions and remedies for violations of securities regulations
- Assess the quality of information and utilize appropriate informational resources to evaluate a legal issue

1. Meet the requirements for this certificate level.
2. Complete the following.

PARA 67	Law Office Management for Paralegals	2
PARA 86	Legal Analysis	4
PARA 88	The Paralegal and Professional Responsibility	2
PARA 92A	Partnerships and Corporations	4
PARA 92B	Corporate Securities Regulations	4
PARA 94	Introduction to California Law	4
PARA 95	Overview of American Law <i>also listed as ADMJ 95 and POLI 95</i>	4
PARA 96A	Introduction to Legal Research and Writing	4
Total Units Required		28

Paralegal Studies - Intellectual Property

Certificate of Achievement-Advanced

The Paralegal Studies - Intellectual Property Certificate of Achievement-Advanced sequence prepares students to work under the supervision of an attorney in an intellectual property law practice, including in-house (corporate), government agencies or nonprofit organizations. Paralegal duties in an intellectual property practice include performing factual and legal research; drafting and preparing correspondence and documents for filing with the U.S. and foreign governments; preparing information disclosure statements; interviewing clients and witnesses; organizing and maintaining case files; coordinating the use of technology in legal work; assisting attorneys with work related to due diligence; and in an intellectual property litigation practice, assisting attorneys in pretrial work, including document discovery and analysis, and during trials and hearings.

Program Learning Outcomes: Upon completion, students will be able to

- Evaluate, critique and analyze legal and factual information
- Synthesize and analyze legal and factual information through effective written and oral communication
- Compare and contrast the American and California legal systems within a global legal environment
- Research legally relevant facts from diverse source materials
- Explain general legal principles protecting all types of Intellectual Property
- Outline the procedures to obtain and maintain trademarks under California and Federal law
- Outline the procedures to obtain and maintain United States patents
- Outline the procedures to obtain and maintain common law and United States copyright
- Assess the quality of information and utilize appropriate informational resources to evaluate a legal issue

1. Meet the requirements for this certificate level.
2. Complete the following.

PARA 67	Law Office Management for Paralegals	2
PARA 85	Intellectual Property Law	4
PARA 86	Legal Analysis	4
PARA 88	The Paralegal and Professional Responsibility	2
PARA 94	Introduction to California Law	4
PARA 95	Overview of American Law <i>also listed as ADMJ 95 and POLI 95</i>	4
PARA 96A	Introduction to Legal Research and Writing	4
Complete one course:		4
PARA 72	Trademarks Law (4)	
PARA 97A	Civil Litigation Procedures (4)	
Total Units Required		28

Paralegal Studies - Litigation

Certificate of Achievement-Advanced

The Paralegal Studies - Litigation Certificate of Achievement-Advanced sequence prepares students to work under the supervision of an attorney in a litigation practice, in-house (corporate) legal department, government agency or nonprofit organization. Paralegal duties in a litigation practice include performing factual and legal research; drafting legal documents and correspondence; interviewing clients and witnesses; assisting attorneys in pretrial work, including document discovery and analysis; assisting attorneys at trials and hearings; organizing and maintaining case files, and coordinating the use of technology in legal work.

Program Learning Outcomes: Upon completion, students will be able to

- Evaluate, critique and analyze legal and factual information
- Synthesize and analyze legal and factual information through effective written and oral communication
- Compare and contrast the American and California legal systems within a global legal environment
- Research legally relevant facts from diverse source materials
- Demonstrate knowledge of civil discovery rules, procedures and motions
- Prepare drafts of discovery requests and responses for attorney review
- Outline the steps necessary to prepare for trial
- Assess the quality of information and utilize appropriate informational resources to evaluate a legal issue

1. Meet the requirements for this certificate level.
2. Complete the following.

PARA 67	Law Office Management for Paralegals	2
PARA 86	Legal Analysis	4
PARA 88	The Paralegal and Professional Responsibility	2
PARA 94	Introduction to California Law	4
PARA 95	Overview of American Law <i>also listed as ADMJ 95 and POLI 95</i>	4
PARA 96A	Introduction to Legal Research and Writing	4
PARA 97A	Civil Litigation Procedures	4
PARA 97B	Advanced Civil Litigation Procedures	4
Total Units Required		28