



# Paralegal Studies

## WHY STUDY PARALEGAL STUDIES?

The American Bar Association (ABA) approves Coastline’s Paralegal Studies program which prepares students for positions performing substantive legal work under the supervision of an attorney\*.

**Paralegals work in law offices, corporations, government agencies, non-profit legal aid, and other legal related environments.**

Upon completion of the Coastline associate degree program, students will be awarded an Associate of Arts in Paralegal Studies and a Certificate of Achievement in Paralegal Studies approved by the American Bar Association.

Students who possess a transferable Associate in Arts or bachelor’s degree, or the equivalent, from a regionally accredited college or university, with official transcripts on file at Coastline, will be awarded a Certificate of Achievement in Paralegal Studies approved by the American Bar Association upon completion of twenty-seven units of paralegal course work. Twenty-one units are required courses and six units are elective courses.

\*This program is not intended to prepare students for law school or the practice of law. See B & P Code § 6450.

A paralegal shall not provide legal advice or engage in conduct that constitutes the unauthorized practice of law including contracting with a natural person other than an attorney for the performance of paralegal services (California Business & Professions Code, Sections 6450 et seq.).

## PARALEGAL STUDIES ASSOCIATE IN ARTS

Students who do not already possess an Associate in Arts or bachelor’s degree from a regionally accredited college or university must complete the associate in arts degree by completing a total of 60 degree units. 27 units of Major Preparation courses\*, the required units for the degree option they chose (Option 1, 2, or 3\*\*), and the rest from elective courses.

\*See the last panel for list of courses.

\*\*Meet with a counselor to determine which option fits you.



## PARALEGAL CAREERS

Depending on the area of law, Paralegals will typically perform the following types of tasks:

- Investigate the facts of a case
- Conduct research on relevant laws, regulations, and legal authority
- Prepare and respond to discovery
- Help attorneys prepare for trial
- Draft correspondence
- Prepare pleadings and motions

Paralegals generally work in several different areas of law including:

- Bankruptcy
- Contracts
- Corporate
- Criminal
- Environmental
- Family
- Health Care
- Immigration
- Intellectual Property
- Labor and Employment
- Litigation
- Probate, Estates, Trusts
- Real Estate

## CAN I AFFORD CLASSES?

**Affordable Tuition:** Coastline is an accredited institution and part of the California Community Colleges system. Community colleges are one of the most affordable college education options available and are a great value compared to private trade and technical college and, you may qualify for financial aid and/or scholarships.

**Financial Aid:** In addition to affordable tuition, many students qualify for Federal Financial Aid. Call the Financial Aid Office at (714) 241-6239 to see if you qualify for fee waivers, scholarships, work-study, EOPS, CARE, and/or other financial assistance programs.

## EMPLOYMENT STATISTICS

Paralegals and Legal Assistants

- Median Pay in California: \$58,287
- Expected Job Growth: 12 % Nationally 2018-28, 18 % California 2016-26
- Most Paralegals work full time.
- Industries employing the most Paralegals: 73% in legal services; 11% split between Federal, State, and Local Government; and 3% in Finance and Insurance

Source: Bureau of Labor Statistics, U.S. Department of Labor. <https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants> EDD/LMID Projections of Employment by Occupation

### Paralegal Studies Certificate of Achievement

Students wishing to obtain the certificate and who have an associate in arts or bachelor degree need to complete 27 units as outlined below:

Paralegal Program Electives (6 Units only)	Units
LAW C110 Civil Litigation 2	1.5 Units
LAW C115 Criminal Litigation	1.5 Units
LAW C126 Legal Aspects of Healthcare	1.5 Units
LAW C130 Law Office Management	1.5 Units
LAW C135 Family Law	1.5 Units
LAW C142 Probate/Estate Planning	3.0 Units
LAW C148 Elder Law	1.5 Units
LAW C150 Corporate/Business Organization	3.0 Units
LAW C152 Conflict Analysis and Resolution	3.0 Units
LAW C155 Bankruptcy Law and Procedures	3.0 Units
LAW C158 Intellectual Property	3.0 Units
LAW C160 Civil Trial & Evidence	1.5 Units
LAW C161 Tort Law	3.0 Units
LAW C164 Contract Law	3.0 Units
LAW C170 Computer Applications	3.0 Units

Required Paralegal Courses (21 units)	Units
LAW C100 Intro to Paralegal Studies	3.0 Units
LAW C127 Legal Procedure 1	3.0 Units
LAW C128 Legal Procedure 2	3.0 Units
LAW C105 Civil Litigation 1	3.0 Units
LAW C118 Legal Analysis & Briefing	3.0 Units
LAW C121 Legal Research/CALR	4.0 Units
LAW C390 Legal Clinic Practicum/Ethics	2.0 Units



APPLY ONLINE  
COASTLINE.EDU

## ONLINE AND ONSITE EDUCATION:

**NEWPORT BEACH CAMPUS**  
1515 Monrovia Avenue  
Newport Beach CA 92663  
714-241-6209 Ext. 0  
[cte@coastline.edu](mailto:cte@coastline.edu)

For additional information, visit:  
[www.coastline.edu/academics/certificates](http://www.coastline.edu/academics/certificates)