



AAS Degree

Paralegal

Program Description

Paralegals assist lawyers by investigating facts, preparing legal documents, researching legal precedent, and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal action. The Peninsula College Paralegal degree prepares students for employment as paralegals and legal assistants in all types of organizations, but most will work for law firms, corporate legal departments, and government agencies. Program offers practicum experiences and opportunity for service-learning experiences with local employers.

Program Goals

- The Peninsula College Paralegal degree prepares students for paralegal and legal assistant jobs.
- Courses are based on recommendations from local employers and industry trends.
- The Peninsula College Paralegal degree is significantly more cost effective than most private and public schools.

Student Learning Outcomes

- Investigate and gather the facts of a case.
- Conduct research on relevant laws, regulations, and legal articles.
- Organize and maintain documents in paper or electronic filing systems.
- Gather and arrange evidence and other legal documents for attorney review and case preparation.
- Write or summarize reports to help lawyers prepare for trials.
- Draft correspondence and legal documents, such as contracts and mortgages.
- Get affidavits and other formal statements that may be used as evidence in court.
- Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts.
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel.
- Call clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions.

*Source Outcomes [Bureau of Labor Statistics](http://www.bls.gov)

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework.

Program Requirements

Course requirements are listed below, with the typical quarter/year in which the course is completed. The typical student schedule is based on entering the program during the fall quarter. Actual student schedule may vary. Since some courses have prerequisites, actual completion time may be longer than what is indicated for the Length of Program on the previous page.

Career Opportunities

There is a growing demand for Paralegals and Legal Assistants. Graduates may find positions with a variety of companies and organizations in the public and private sectors.

Potential Positions and Earning

Potential positions include: Paralegal and Legal Assistant. Wages often begin around \$27.67 per hour

For current employment and wage estimates, please visit and search for the relevant occupational term: www.bls.gov/oes

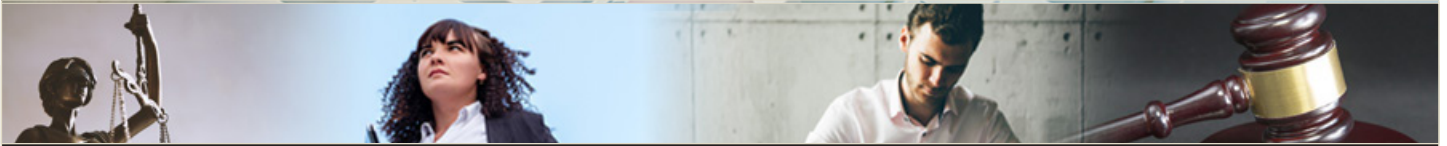
Test fees

ASSET or COMPASS (one time cost).....\$20.00

Approximate Additional Costs

Books, supplies and miscellaneous fees (per quarter)... \$300.00-\$350.00

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Year One (Sample schedule)

Quarter One (Fall)

- AOS 101 Digital Literacy.....5
- AOS 105 Word Processing Applications I.....5
- LEGAL 100 Introduction to Paralegal Studies5

Quarter Two (Winter)

- AMATH 121 Applied Math/Prof Tech 1.....5
- AOS 106 Spreadsheet Applications I.....5
- LEGAL 150 Law Office Technology5

Quarter Three (Spring)

- AOS 107 Database Applications I.....5
- AOS 112 PowerPoint Comprehensive.....5
- AOS 170 Business Communications.....5

Year Two (Sample schedule)

Quarter Four (Fall)

- CJ& 110 Criminal Law5
- LEGAL 210 Legal Research, Analysis, and Writing5
- SOCSI 101 Contemporary Global Issues.....5

Quarter Five (Winter)

- BUS& 201 Business Law.....5
- HUMDV 120 Human Relations3
- LEGAL 220 Real Estate Law5
- LEGAL 225 Family Law5

Quarter Six (Spring)

- LEGAL 230 Wills, Trusts, and Estate Administration5
- LEGAL 235 Tort Law.....5
- LEGAL 240 Civil Litigation5

Total Credits Required 93

Specifics

Length of Program

Courses with prerequisites, and the placement level of the student, may extend the length of program listed on this page.

Which Quarter Can I begin?

Students may enter this program in any quarter.

Details

Completion Award: AAS Degree
Length of Program: 6 Quarters
Program Code:

Program Coordinator (contact with questions)

Sherry Sparrowk (360) 417-6375
 Office: M210 ssparrowk@pencol.edu

Apply online: <http://pencol.edu/GetStarted>

Notes