

Advanced Paralegal Studies Certificate of Achievement



CATALOG 2022-23

GE Pattern: none

Total Units: 18 Units

Program Code: [ADVPRLGSTDS.CERT](#)



Additional Certificate/Degree Programs

*Paralegal Studies, AA * Political Science, AA-T * Business Administration, AS * Paralegal Studies Certificate * Pathway to Law Certificate * Management Certificate * Administrative Assistant Certificate * Business Education Technology, AS * Philosophy, AA-T 8 Global Studies, AA-T * English, AA-T*

Year 1, Fall

9 Units

Category	Course	Title	GE Area	Unit
Req	PAL 100	Law Office Technology for Paralegals		3
RE	Any	Choose two courses from list		3
RE	Any	Choose two courses from list		3

Year 1, Spring

9 Units

Category	Course	Title	GE Area	Unit
Req	PAL 200	Law Office Management for Paralegals		3
Req	PAL 204	Wills and Trusts for Paralegals		3
Req	PAL 205	Basic Bankruptcy Law for Paralegals		3

Note: This program is available to VVC graduates who earned the Paralegals Studies certificate prior to 2017. New legal specialty courses are available to add to the prior certificate awarded.

Category Key

(a)	Articulated Credit	A course taught at the high school that teaches the same content as the community college allowing the high school student to receive college credit.	GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirements.
	Elec	Elective		RE	Restricted Electives
		A degree - applicable course that is part of a degree road map to ensure that there is a total of at least 60 units, which is a requirement for an AS degree.			A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list.
	Req	Required Core			A course that is required for this degree

Must Receive a grade of C or better in all courses to receive a certificate



+1,520
5-year Job Demand Increase in MDCP Region

Average Hourly Wage

\$45.73
MDCP Region

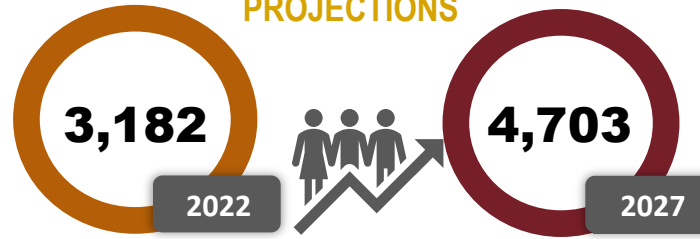
\$44.37
SB County

\$51.85
California

MDCP Regional Labor Market Snapshot
Jobs in Law and Legal Occupations



EMPLOYMENT PROJECTIONS



5-year demand includes new jobs, transfers, and retirements

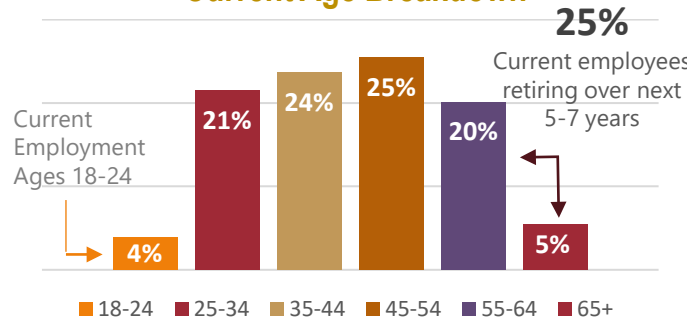


CONTINUING EDUCATION AND TRAINING

Program	College
AA Political Science	Victor Valley CC
BA Criminal Justice	Cal State San Bernardino
BA Political Science	UC Riverside
JD Law and Management	UC Los Angeles
MS Criminology	Cal State Long Beach
MS Political Science and Government	UC Los Angeles

For additional information on VVC's Agriculture Degree: <https://catalog.vvc.edu/degrees-certificates/paralegal-studies/#ADVPRLGSTDS-CERT>

Current Age Breakdown



LOCAL EMPLOYERS

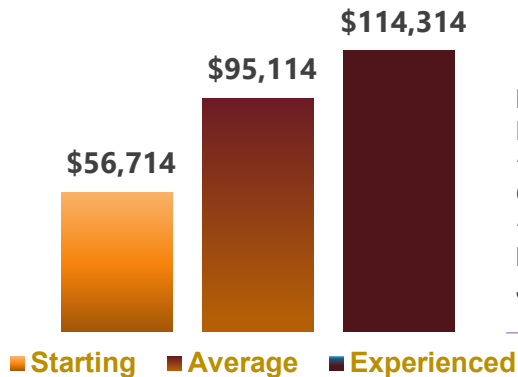
- Employer**
- San Bernardino County DA
 - Blue Moon Legal
 - NewsPlus
 - Swift Legal Document Assistance
 - Legal Aid Legal Services
 - Victor Valley College



- Website**
- <https://sbcountyda.org/>
 - <https://bluemoonlegal.com/>
 - <https://4newsplus.com/>
 - <https://swiftlda.com/>
 - <http://www.legalaidlegalservices.org/>
 - <https://www.vvc.edu/>

Salary Guide

AVERAGE BY EXPERIENCE



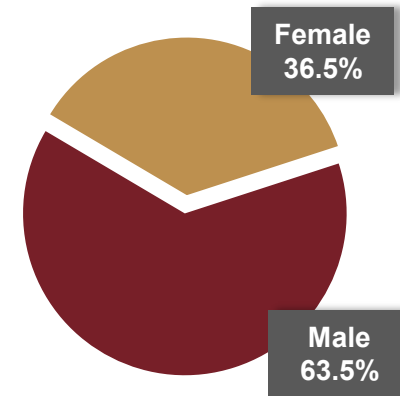
AVERAGE WAGE INFORMATION PER JOBS IN REGION

Occupation	Average Hourly Wage			HD Average Salary
	HD	SBC	California	
Legal Secretaries and Administrative Assistants (HS)	\$25.54	\$23.98	\$32.87	\$53,100
Paralegals and Legal Assistants (A)	\$32.59	\$33.08	\$35.22	\$67,800
[^] General and Operations Managers (B)	\$58.12	\$55.49	\$65.61	\$120,900
Operations Research Analysts (B)	\$44.67	\$42.48	\$52.12	\$92,900
[^] Project Management and Business Operations Specialists (B)	\$47.54	\$46.11	\$53.95	\$98,900
Lawyers (D)	\$77.13	\$76.21	\$87.92	\$160,400
Judicial Law Clerks (D)	\$34.51	\$33.21	\$35.28	\$71,800

Average hourly wage based on listed occupations
(HS = High School Diploma; PSC= Postsecondary Certificate; A = Associates Degree; B = Bachelor's Degree; M = Master's Degree; D = Professional or Doctorate Degree)

HD Average wages based on listed occupations
[^]High Demand Occupation

Current Gender Breakdown



Serving the High Desert Region