

# Paralegal Studies Certificate of Achievement



## CATALOG 2022-23

GE Pattern: none  
Total Units: 37 Units  
Program Code: [PLGL.CERT](#)



## Additional Certificate/Degree Programs

*Paralegal Studies, AA \* Political Science, AA-T \* Business Administration, AS \*  
Advanced 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

Semester 1		12 Units		
Category	Course	Title	GE Area	Unit
Req	PAL 100 or LAW 100	Introduction to Law & Paralegal Studies		3
Req	PAL 102	Beginning Legal Research for Paralegals		3
Req	PAL 103	Beginning Legal Writing		3
RE	Any	Choose from list. 12.0 total units are required for restricted activities		3



Semester 2		13 Units		
Category	Course	Title	GE Area	Unit
Req	CJ 104	Legal Aspects of Evidence		3
Req	PAL 104	Legal Ethics for Paralegals		3
Req	PAL 138	Cooperative Education Paralegal		1
Req	PAL 200	Law Office Management for Paralegals		3
RE	Any	Choose from list. 12.0 total units are required for restricted electives.		3

### Year 2

Semester 1		12 Units		
Category	Course	Title	GE Area	Unit
Req	PAL 101	Law Office Technology for Paralegals		3
Req	PAL 201	Fundamentals of Litigation for Paralegals		3
RE	Any	Choose from list. 12.0 total units are required for restricted electives.		3
RE	Any	Choose from list. 12.0 total units are required for restricted electives.		3

### Category Key

(a)	<b>Articulated Credit</b>	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.	<b>GE</b>	<b>General Education</b>	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirements.
	<b>Elec</b>	<b>Elective</b>		<b>RE</b>	<b>Restricted Electives</b>
		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.
	<b>Req</b>	<b>Required Core</b>			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**

**MDCP Regional Labor Market Snapshot**  
**Occupations In Law and Legal Occupations**

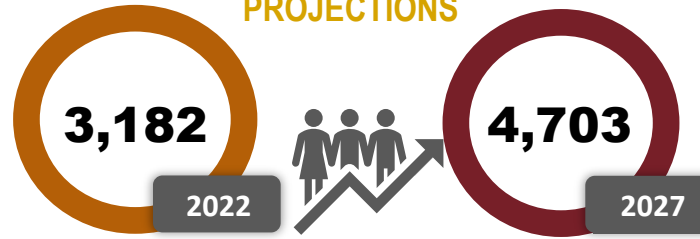
**\$45.73**  
MDCP Region

**\$44.37**  
SB County

**\$51.85**  
California



## EMPLOYMENT PROJECTIONS



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

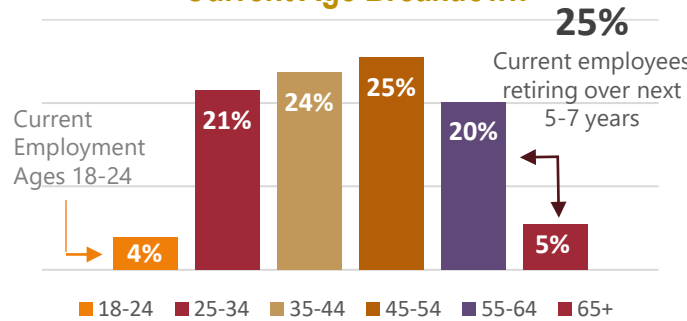


## CONTINUING EDUCATION AND TRAINING

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/#PLGL-CERT>

## Current Age Breakdown



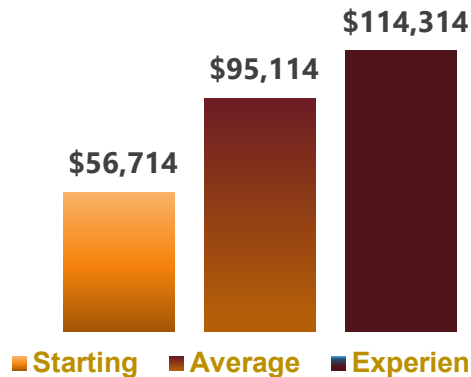
## LOCAL EMPLOYERS

- 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



### Occupation

Occupation	HD	SBC	California	HD Average Salary
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
<sup>^</sup> 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
<sup>^</sup> 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  
<sup>^</sup>High Demand Occupation

## Current Gender Breakdown

