

Paralegal Studies Certificate Program





What is a Paralegal?

- Person who performs substantial legal work under the direction and supervision of an attorney.



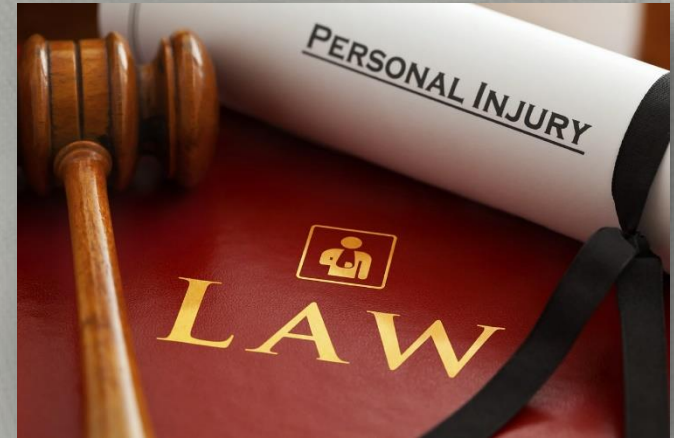
Paralegal Responsibilities

- Maintain and organize files
- Draft legal documents
- Conduct legal research
- Assist with witness/client interviews
- Help lawyers strategize



Paralegal Jobs

- Law firms
- State and fed'l gov't
- In-house counsel for corporations
- Finance and insurance
- Regulatory agencies
- Non-profits



What qualifies a paralegal?

- On-the-job training with employer
- Paralegal certificate
 - ABA vs. non-ABA
 - Only 25% ABA-approved programs
 - 60 units vs. 24 units
 - Annual in-state tuition:
 - CSUEB \$6,910 vs. Chabot \$1,144
 - Business & Professions Code section 6450

Occupational Trends

- Employment of paralegals & legal assistants is projected to grow 16.9% from 2019 to 2029 in CA and 12.9% in the U.S.
- Median annual wage for paralegals & legal assistants in SF Bay Area was \$70,350 in 2018.
- In 2019 → CA held highest employment level for paralegals & legal assistants.

Paralegal Certificate

Requirements	Dept. Name	Name	Units
Required courses (24 units)	PLGL 30	Introduction to Paralegal Studies	3
	PLGL 31	Legal Writing and Research	3
	PLGL 32	Litigation and Civil Procedure	3
	PLGL 33	Computer Application and E-Discovery for Paralegals	3
	PLGL 34	Professional Responsibility and Ethics	3
	PLGL 35	Advanced Legal Writing and Research	3
	PLGL 36	Contract Law	3
	PLGL 37 OR ADMJ 60	Tort Law Criminal Law	3
		TOTAL REQUIRED UNITS	24

Chabot Paralegal Program

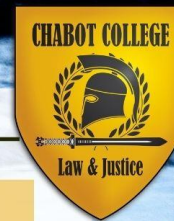
- Launched January 2019
- 4 faculty members/Attorneys
- 4 courses currently offered per semester
 - Fill rate 
- 40% students Latinx/ 37% male
- Subscription to Westlaw Legal Research Database
- Advisory Board
- Memberships
 - Member, San Francisco Paralegal Association



Chabot College Spring 2021

Paralegal Studies (PLGL)

All courses taught online*



Intro to Paralegal Studies
PLGL 30
CRN: 32917
No Zoom Lecture
Professor Graham
1/25-5/28 3 Units

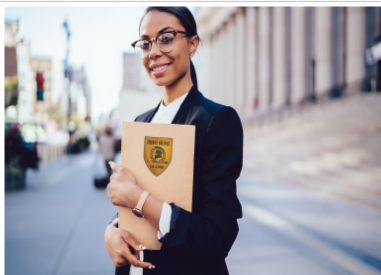
Legal Writing and Research
PLGL 31
CRN: 32829
No Zoom Lecture
Professor Lerner
1/25-5/21 3 Units

Litigation and Civil Procedure
PLGL 32
CRN: 32946
No Zoom Lecture
Professor Graham
1/25-5/21 3 Units

Contract Law
PLGL 36
CRN: 33268
No Zoom Lecture
Professor Shoker
2/1-5/21 3 Units

Criminal Law
ADMJ 60
CRN: 30063-Zoom Lecture
Wednesday 10:30-11:45am
Professor Mackey
1/19-5/28
CRN: 31401-Zoom Lecture
Tuesday 10:30-11:45am
Professor Mackey
2/1-5/21
CRN: 31598-No Zoom Lecture
Professor Mackey
1/25-5/21
CRN: 31861-No Zoom Lecture
Professor Mackey
3/15-5/21
3 Units

For further information or questions please contact Professor Cheryl Mackey at cmackey@chabotcollege.edu



CHABOT COLLEGE PARALEGAL STUDIES ROADMAP

The course progression and timing listed below is subject to change without notice.

3 Semesters Starting Spring 2021	Spring 2021	Summer 2021	Fall 2021
PLGL 30 Introduction to Paralegal Studies	X	X	X
PLGL 31 Legal Writing and Research	X		
PLGL 32 Litigation and Civil Procedure	X	X	
PLGL 33 Computer Application and E-Discovery for Paralegals			X
PLGL 34 Professional Responsibility and Ethics		X	
PLGL 35 Advanced Legal Writing and Research			X
PLGL 36 Contract Law	X		
PLGL 37 Tort Law		X	X
ADMJ 60 Criminal Law	X	X	X

4 Semesters Starting Fall 2021	Fall 2021	Spring 2022	Summer 2022	Fall 2022
PLGL 30 Introduction to Paralegal Studies	X	X	X	X
PLGL 31 Legal Writing and Research	X			
PLGL 32 Litigation and Civil Procedure		X		
PLGL 33 Computer Application and E-Discovery for Paralegals			X	
PLGL 34 Professional Responsibility and Ethics			X	X
PLGL 35 Advanced Legal Writing and Research				X
PLGL 36 Contract Law		X		
PLGL 37 Tort Law	X	X	X	X
ADMJ 60 Criminal Law	X	X	X	X

3 Semesters Starting Spring 2022	Spring 2022	Summer 2022	Fall 2022
PLGL 30 Introduction to Paralegal Studies	X	X	X
PLGL 31 Legal Writing and Research	X		
PLGL 32 Litigation and Civil Procedure	X		
PLGL 33 Computer Application and E-Discovery for Paralegals		X	
PLGL 34 Professional Responsibility and Ethics		X	X
PLGL 35 Advanced Legal Writing and Research			X
PLGL 36 Contract Law	X		
PLGL 37 Tort Law	X	X	X
ADMJ 60 Criminal Law	X	X	X

FUTURE GOALS

- Instructional support - student success
- Paralegal Program Coordinator/FT Faculty
- Internship Program/Partnerships
- Mentorship Program
- Marketing
- Job Board
- Additional memberships
 - American Association for Paralegal Education
 - National Association of Legal Assistants



#Goals

MISSION

“Chabot College is a public comprehensive community college that prepares students to succeed in their education, progress in the workplace, and engage in the civic and cultural life of the community. Our students contribute to the intellectual, cultural, physical, and economic vitality of the region.

The college responds to the educational and workforce development needs of our regional population and economy. As a leader in higher education, we promote excellence and equity in our academic and student support services. We are dedicated to student learning inside and outside the classroom to support students' achievement of their educational goals.”

Thank you!

The image features the text "Thank you!" written in a black, cursive, handwritten-style font. The text is centered on a white rectangular background. Surrounding the text are several gold-colored stars of varying sizes and a thick, gold-colored brushstroke that curves under the text. The entire graphic is set against a light gray background with a subtle, textured pattern.