



Make An Appointment Today!

Cañada Career Center is here to help you with your career and educational goals. Come in or call to make an appointment 650-306-3401.

Other tools that can help in your search include:

Eureka.org

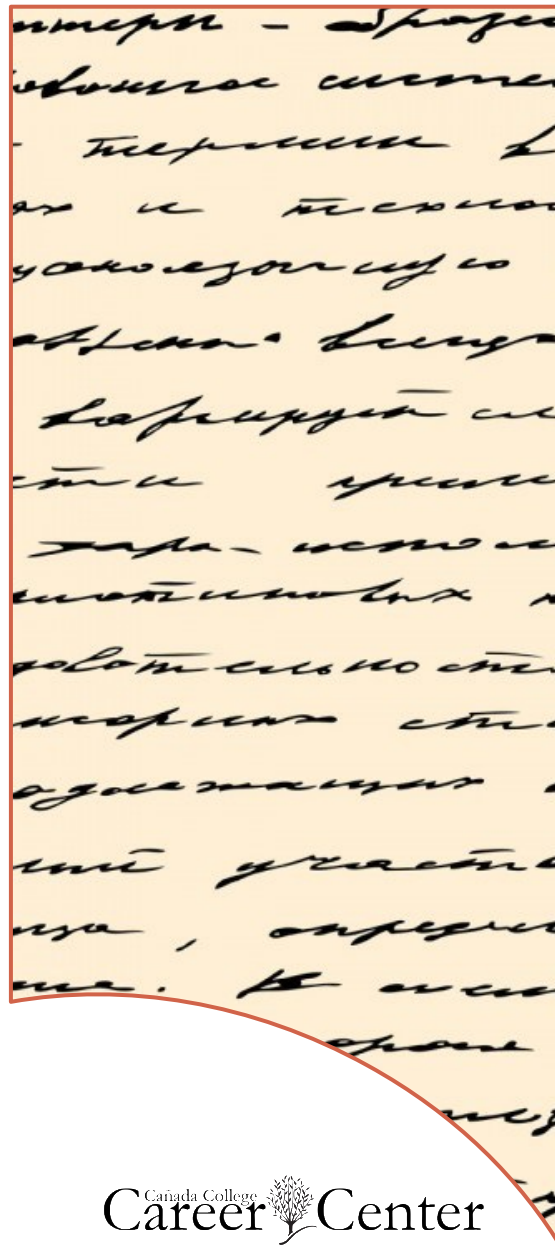
The premier career and educational information website.

Assist.org

Is a student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another.

Careervoyages.gov

Web site of the U.S. Dept. of ED
Online.onetcenter.org
Occupational informational network



Cañada College Career Center

4200 Farm Hill Blvd
Redwood City, CA 94061
For more information
Phone: 650-306-3401
E-mail: cancareercenter@smccd.edu



What Can I Do With a Paralegal Studies Degree?

Cañada College Career Center

Personal Characteristics

Your Personal characteristics will aid you in being successful. These abilities may be natural and can be improved by using them.

High ability to:

use words and use English, grammar, spelling, and punctuation skills

Above average ability to:

- use verbal communication skills
 - read, learn, and understand research procedures and instructions
- be analytical

Average ability to:

use basic math skills

Ability to:

- perform complex, detailed work quickly and accurately
- work well with people
- do a variety of tasks using different skills
- make decisions using data and facts
- work independently under strict procedures and handle pressure and deadlines
- prioritize work
- write effectively and legibly
- use good business English use problem solving skills

Major or Programs of Study

- Law
- Secretarial Studies and Office Administration
- Shorthand Reporting

Related Career Occupation

- Court Clerks
- Legal Secretaries
- Paralegals and Legal Assistants

State and National Wages

Current Monthly Wage Data (2011) from California Labor Market Information (LMI)			
LMI Occupation	Entry/Low Pay	Average Pay	Top Pay
Paralegals & Legal Assistants	\$3,757	\$5,053	\$6,152 & up

Current Monthly Wage Data (2011) from the Bureau of Labor Statistics SOC (Standard Occupational Classification) Occupation Titles			
SOC Occupation	Entry Pay	Average Pay	Top Pay
Paralegals & Legal Assistants	\$2,449	\$4,163	\$6,283 & up

State and National Trends

Current Employment Projections to 2018 from California Labor Market Information (LMI)					
LMI Occupation	Estimated Jobs 2008	Expected Jobs 2018	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Paralegals & Legal Assistants	28,300	33,800	550	320	870

Current Employment Projections to 2020 from the Bureau of Labor Statistics SOC (Standard Occupational Classification) Occupation Titles					
SOC Occupation	Estimated Jobs 2010	Expected Jobs 2020	Openings due to Growth	Openings due to Replacements	Expected Job Openings per Year
Paralegals & Legal Assistants	256,000	302,900	46,900	36,500	8,340

**Some statements of income may reflect on a bachelor's degree or higher education.*

Typical Course Work

Varies, but usually includes:

- Corporate Law
- Criminal Law
- Legal Concepts
- Legal Research
- Litigation
- Real Estate Law
- Tort/Personal Injury
- Wills/Trusts/Estate Planning