

*Attend a free  
information session*



# **Paralegal Studies Certificate Program**

*Offered continuously online*

[www.extension.ucdavis.edu/paralegal](http://www.extension.ucdavis.edu/paralegal)

**UC DAVIS**  
**EXTENSION**  
**BUSINESS AND  
MANAGEMENT**



CONTINUING AND PROFESSIONAL EDUCATION

**BECOME A LEGAL PROFESSIONAL!**

# **UC Davis Extension's Paralegal Studies Certificate Program**

*21 academic units. 360 hours of MCLE credit.*

The paralegal field continues to expand, and UC Davis Extension's Paralegal Studies Certificate Program provides the training you need to enter this exciting field. The Employment Development Project estimates the paralegal sector will experience 22 percent growth between 2006 to 2016. UC Davis Extension's program concentrates your studies on the skills necessary to work at the highest level of the paralegal profession. The intensive format permits you to continue working while attending school.

UC Davis Extension's Paralegal Studies Certificate Program is a comprehensive, intensive course of study that offers you the opportunity to enter a new career or enhance an existing one in only six months—much quicker than other programs, which require a two-year commitment. After this course of study you will be ready to enter the job market.

UC Davis Extension's Paralegal Studies Certificate Program was designed by paralegals for paralegals. It concentrates on the skills and areas of knowledge needed by the working professional. We encourage you to look at the core curriculum outlined below and compare it to other programs.

## **Program Overview**

The program consists of two parts: the Fundamentals and Core Paralegal Skills course and three substantive topic courses: Tort Law, California Court Procedures and Contract Law.

UC Davis Extension's Paralegal Studies Certificate Program provides you with paralegal-specific training. Our program focuses only on developing paralegal skills and emphasizes the skills that are most in demand. You will train in such areas as interviewing, investigation, document preparation, file maintenance, legal correspondence, research, writing, analysis and other skills necessary to becoming an excellent paralegal.

You will be assigned a fictitious client, taught how to create a client file, and are expected to keep track of "billable" hours and maintain documents within the file throughout the program. The research, writing and interview assignments you receive will be related to your individual client. We encourage prospective students to look over our curriculum and share it with attorneys or practicing paralegals. We are confident that you will find it to be a thorough and challenging curriculum that will prepare you to work as an elite paralegal professional.

## **What is unique about UC Davis Extension's Paralegal Studies Certificate Program?**

- The UC Davis Extension online and classroom Paralegal Studies Program is in compliance with California Business & Professions Code 6450 through 6456 regulatory standards for paralegal education.
- Comprehensive curriculum.
- Excellent resource materials, including texts, workbooks and interactive study support site.
- Individual access to LexisNexis and Westlaw online legal research.
- Access to a user-friendly ParaStudent Website with additional resources only for program participants including: lecture notes, mock exams, templates and forms, online citation assistance, online court rules, textbook summary and quizzes, chat rooms for instructor and students, and practice exercise questions.

Please feel free to test drive our online support materials and experience the UC Davis Extension Paralegal Studies Certificate Program. **To visit the test drive site, please go to <http://www.testdrive.ucdavisparalegalstudies.com>**

***"I highly recommend the UC Davis Extension Paralegal Program for anyone wanting to advance their legal career or learn more about law. The instructors were great, and I found it to be very rewarding."***

**~ Elizabeth Murer**

# Why choose this program?

No other program offers the thorough paralegal education that the UC Davis Extension Paralegal Certificate Program does—and at a fraction of the cost! UC Davis Extension paralegal students are able to accomplish this because we concentrate on paralegal skills only! But don't take our word for it. Review the course curriculum and compare it with other programs. Then ask yourself:

- Do they cover their subject matter as comprehensively?
- Do they offer a specialized **Paralegal Manual** and **Interactive Study Support** in addition to the workbook?
- Do they offer a **ParaStudent Website** to provide the following for their students:
  - Email access to instructors
  - Diagrams, templates and forms
  - Literally hundreds of exercise questions
  - Additional lecture notes
  - Textbook commentary
  - Textbook quizzes
  - Mock exams
  - Additional educational materials
  - Online court rules
  - Online citation assistance
  - Paralegal task practices
  - Technical advice
  - Resume assistance
  - And much more!

## Completing the Program

To receive your certificate, you are required to complete the *Essential Skills*, *Tort Law*, *California Procedures* and *Contract Law* courses with a minimum passing grade of 70 percent on all exams and assignments.

## Who should enroll?

- Legal staff who wish to enhance or advance their careers by earning a professional credential
- Career changers looking for a professional career with strong compensation
- Those involved in legal matters who want to gain a clearer understanding of the legal process
- Those considering law school (this program will give you an advantage)

## Admission Criteria

- High school diploma or equivalent
- Word processing and basic Internet skills

## Technical requirements

You will need a multimedia-capable personal computer, a current email account and access to the Web using Internet Explorer.

## THREE FREE INFORMATION SESSIONS

Please plan on attending one of our free information sessions to learn about the paralegal profession, its career possibilities, financial assistance and the format of the UC Davis Extension Paralegal Studies Certificate Program. Sessions are held at the **Sutter Square Galleria, 2901 K St., Sacramento.**

### **May 12: Thurs., 5:30-7 p.m.**

- No Charge.
- Enroll in section 104OPE200.

### **June 15: Wed., 5:30-7 p.m.**

- No Charge.
- Enroll in section 104OPE201.

### **August 17: Wed., 5:30-7 p.m.**

- No Charge.
- Enroll in section 111OPE200.

To enroll, call (800) 752-0881 or visit our website.

[www.extension.ucdavis.edu/paralegal](http://www.extension.ucdavis.edu/paralegal)

## Core Program

The core program consists of more than one hundred contact hours of paralegal specific skills.

### Introduction to the Profession

This segment looks at the tasks paralegals perform and don't perform, legal terminology and court structure.

### Introduction to Writing and Research

Participants will learn to create a legal memorandum, including the concepts of memorandum form and development of legal analyses. Students will also gain knowledge of basic research materials, including legal encyclopedias, annotations, case law and statutory authority. An introduction to the citation form also will be presented.

### Evidence and Investigation

Students examine fact identification, including basic skip tracing techniques, online investigation, witness identification and identification of various kinds of evidence. In addition, students learn the art of client and witness interviewing.

### Litigation Skills

One of the most important aspects of paralegal employment is the ability to prepare documents. Students will learn to utilize forms and templates, create pleading and discovery documents, and organize client files and trial documents.

### Advanced Legal Writing and Research

Students will learn to create a "trial memorandum," utilizing newly acquired research skills, and gain knowledge of how to research within legal treatises, West Digests, form books and Shepard's Citations. In addition, participants will examine the advanced citation form.

### Advocacy and Motions

The importance of advocating on behalf of a client and the various motions, including those most frequently utilized by attorneys, will be discussed.

### California Procedures

The procedures for litigation and practice techniques, Rules of Court and the arbitration and settlement processes will be explored in this segment.

## California Litigation

These sessions will develop the day-to-day practical skills necessary to becoming an excellent paralegal. Areas of study include filing procedures, office procedures and file management, discovery coordination, arbitration in California, motions, orders and other legal documents.

### Substantive Topics

While completing the Core Program, you will also be learning the theory, application and practice techniques within each of the following substantive topic areas. Each topic is scheduled within the regular time frames described in this brochure.

**Fundamentals of Contract Law**—This comprehensive course emphasizes such skills as contract drafting, analysis and contract litigation.

**Tort Law**—This overview of personal injury, product liability and malpractice includes topics on the intentional torts of battery, assault, false imprisonment, intentional infliction of mental distress, trespass to chattel, trespass to property and conversion.

**California Court Procedures**—Learn the most often relied upon court rules, as well as the essential skills necessary to finding any rule for specific procedural questions.

To enroll or for more information, visit [www.extension.ucdavis.edu/paralegal](http://www.extension.ucdavis.edu/paralegal).

*"This program is well organized and the instructors very knowledgeable. It provided the skills I needed to advance my career."*

~ Beba Maletic-Arsov

**ENROLL**  
**ONLINE**

[www.extension.ucdavis.edu/paralegal](http://www.extension.ucdavis.edu/paralegal)

## **We offer the Paralegal Studies Certificate Program continuously online.**

If you need more flexibility than having to be in a classroom during designated times, then this is the program for you! You have all of the benefits of the classroom program, plus:

- You progress at your own pace. You can complete the program as quickly as three months or take as long as six months. To ensure that you stay on-track, the program is broken into segments. Once you have successfully completed each segment, you can move on to the next segment.
- You can revisit lessons time and time again. One distinct advantage provided by UC Davis Extension's Online Paralegal Studies Certificate Program is that you may revisit lessons, lecture notes, commentary and audio lectures as many times as needed until you grasp each concept.
- Manuals and support are provided in Spanish as well as in English. Please note though that substantive manuals and support are in English only; however, an online Spanish glossary will help you make the transition, if needed.
- The quality of the website support is unsurpassed. Our website is designed to ensure you receive the same information that would be provided in a classroom setting. This is accomplished by:
  - Online lecture notes
  - Audio lecture commentary
  - Direct communication with your instructor
  - Exercises with instant feedback
  - Mock exams, diagrams, demonstrations and more

We offer the online Paralegal Studies Certificate Program each quarter. In summer we offer the program in a classroom format.

### **Spring quarter**

- **Enroll now through June 24 and complete within six months of receiving your password. Passwords are issued starting March 28, 2011.**
- **\$6,495.** Materials are not included and are approximately \$700. **Enroll in section 104PLG300.**

### **Summer quarter**

- **Enroll now through Sept. 23 and complete within six months of receiving your password. Passwords are issued starting June 27, 2011.**
- **\$6,595.** Materials are not included and are approximately \$700. **Enroll in section 111PLG300.**

**You must complete the program within six months of receiving your password.**

To test drive the online program, visit [www.testdrive.ucdavisparalegalstudies.com](http://www.testdrive.ucdavisparalegalstudies.com)

*“This program has given me the ability and confidence to open a niche business assisting executors and trustees prepare their financial papers. The program has also given me credibility with attorneys and is recognized and highly regarded by the legal professionals with whom I work. The professors are excellent. I particularly appreciated their efforts to ensure that students truly grasped the concepts taught.”*

~ Nanci Henning, CEO, Executors Assistance, Inc., Folsom, Calif.

# Take control of your career.

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—Elizabeth Murrer

# Enroll Online! [www.extension.ucdavis.edu](http://www.extension.ucdavis.edu)

**If you are enrolling with an affiliation discount, please call Student Services at (530) 757-8777.**

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Davis, CA 95618-4852

Key Code

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or email us at [extension@ucdavis.edu](mailto:extension@ucdavis.edu).**

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