

Offered in the classroom and continuously online

CERTIFICATE PROGRAM IN PARALEGAL STUDIES

"Employment of paralegals and legal assistants is projected to grow 28 percent between 2008 and 2018... formally trained paralegals should have the best employment opportunities."—Bureau of Labor Statistics

About the program

The paralegal field continues to expand with paralegals performing a number of critical functions in law offices, government organizations and as freelance paralegals. Our *Paralegal Studies Certificate Program* offers you the training to realize a new career or enhance an existing one in just six months. Gain a comprehensive understanding and thorough knowledge of paralegal responsibilities. Become a valuable asset in any law office.

This intensive course of study focuses strictly on developing paralegal skills with an emphasis on the skills most in demand. The high quality of this curriculum, combined with the expertise of its instruction, provided by members of the bar association, result in an unparalleled and dynamic educational experience. Manuals and support are provided in Spanish as well as in English.

Gain practical knowledge that matters

- Discover techniques for preparing and pleading cases
- Learn to manage clients
- Develop the skills to draft contracts and analyze legal documents
- Examine the laws pertaining to personal injury, product liability and malpractice

Designed for professionals like you

This program is for career changers, current paralegals and others who work in law firms or government offices, as well as those considering law school. Many of the skills developed in non-legal fields (such as nursing, accounting, business management, law enforcement, medical and teaching) are transferable to the paralegal profession.

Why choose this program over other types of paralegal programs

The high quality instruction of this curriculum combined with the expertise of its instruction, provided by members of the bar association, result in an unparalleled and dynamic educational experience. According to the 2004 Salary Survey by the National Association of Legal Assistants (NALA), about half of employed paralegals have obtained their specific training from paralegal certificate programs.

For more information

For current course schedules and fees, please reference the UC Davis Extension general catalog or visit our website.

For additional information, please call (530) 757-8895 or email businessinfo@ucde.ucdavis.edu

www.extension.ucdavis.edu/certificates



Course descriptions
are on the other side.

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



CONTINUING AND PROFESSIONAL EDUCATION



Includes support in Spanish!

Paralegal Studies Certificate Program

21 quarter units academic credit, X425.1.

Acquire the knowledge you need to enter the paralegal profession through the acclaimed *Paralegal Studies Certificate Program*, offered online every quarter and in the classroom during the summer. Program highlights include:

- Instructors who are licensed attorneys
- Individual access to LexisNexis and Westlaw online legal research
- Lecture notes, exercises, diagrams, charts, forms, templates, writing and research labs, and mock exams (exams must be taken in English) accessed through the ParaStudent website (in English or Spanish)
- The UC Davis Extension online and classroom *Paralegal Studies Certificate Program* is in compliance with California Business & Professions Code 6450 through 6456 regulatory standards for paralegal education

Excellent resource materials—including, texts, workbooks and interactive study support site. Access to a website with additional resources, 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.

Statement regarding California regulatory requirements

The UC Davis Extension online and classroom *Paralegal Studies Certificate Program* is in compliance with California Business & Professions Code 6450 through 6456. The California regulations require that a paralegal program offer either 24 semester units or an equivalent number of hours related to law. This course meets or exceeds the regulatory standard of 360 classroom hours. In addition, students earn up to 21 quarter units of academic credit. Students should expect to devote at least 360 hours to online work and/or face-to-face instruction.

ENROLL
extension.ucdavis.edu
ONLINE

PROGRAM OUTLINE

Paralegal Studies Certificate Program Essentials

Explore legal ethics, terminology, research, analysis and writing as well as pleading preparation, utilization of forms and form books, client correspondence, interviewing, investigation, citation forms, the specifics of evidence, trial preparation and how to manage your clients.

Advanced Topics

Build upon the introductory essentials topics in-depth and examine discovery documents, e-discovery, motions, notices, legal technology, employment strategies and online legal research with both LexisNexis and Westlaw.

California Procedures for Paralegals

Explore litigation procedures in the state courts of California, from both an academic and law practitioner's point of view. Learn the California court system and basic appellate processes, how to interpret and apply California Code of Civil Procedure, California Rules of Court, as well as various local court rules and legal forms.

Tort Law for Paralegals

Gain an understanding of laws pertaining to personal injury, product liability and malpractice. Analyze negligence, breach of duty, causation and damages, liability issues and defenses, and malpractice.

Contract Law for Paralegals

Examine several kinds of contracts and draft a contract as a part of your course requirements.

Program Designers

Alyssa Navallo and Daniel Barber are paralegals and nationally-recognized educators who have designed and developed courses and consulted for paralegal programs at some of the most highly respected universities in the United States, including Duke University, DePaul University, UC Berkeley, UC Davis, Emory University, Rice University, the University of Miami, the University of Tennessee, Xavier University and John Jay College of Criminal Justice.

Admission Criteria

In order to enroll in this program, you must hold a high school diploma or an advanced degree. In addition, participants need both word processing and basic Internet skills.

Test drive our online site

Feel free to test drive our online support materials and experience the UC Davis Extension's *Paralegal Studies Certificate Program* at

<http://www.testdrive.ucdavisparalegalstudies.com>

Free online information session

Visit extension.ucdavis.edu/free

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