

LAW & FORENSICS

PROFESSIONAL CERTIFICATE IN

# PARALEGAL STUDIES



**UCR**

Extension

Professional Studies

# PROFESSIONAL CERTIFICATE IN PARALEGAL STUDIES

“The professional certificate program in Paralegal Studies was challenging and comprehensive. It exposed me to several areas of law that made a great starting point of learning and understanding. I plan to continue taking classes through UCR Extension to enrich my Paralegal knowledge and experience.”

—Paul de Jonckheere  
*Paralegal Studies  
Program Graduate*

## LEARN THE LANGUAGE OF LAW

Tip the scales with the only ABA-approved program in the Inland Empire. Paralegals conduct important research to ensure that lawyers know all the facts. They perform a range of legal tasks to help lawyers prepare for closings, hearings, trials, and corporate meetings. As a paralegal, you can work in a firm, corporation, government, or nonprofit office. UCR Extension instructors are experienced judges, attorneys, and paralegals who undergo a rigorous academic approval process.

Established in cooperation with the UC Davis School of Law, the UCR Extension Professional Certificate in Paralegal Studies program is approved by the American Bar Association. The program consists of an intensive curriculum combining legal theory with the practical skills required of paralegals, and gives you a quality and challenging legal education.

Don't deliberate any longer. If you have a desire to enter the legal field or are already in a legal environment, enroll in this esteemed program today. You'll know beyond a reasonable doubt that you've made the right choice for your career.

### WHAT YOU'LL LEARN

- Fundamentals of law and the legal profession, including the American legal system, federal and California court systems, and administrative law
- Essential writing skills to perform legal research
- State and local rules, laws, procedures and ethical considerations involved in litigating civil lawsuits
- Ethical rules and guidelines applicable to legal professionals
- Basic tort laws relating to the formation of contracts
- Paralegals may not provide legal services directly to the public, except as permitted by law

### PREREQUISITES

Bachelor's or Associate's degree from an accredited postsecondary institution **OR** have completed a minimum of 40 semester units (or 59 quarter units) of college coursework. For information on additional requirements, visit [www.extension.ucr.edu](http://www.extension.ucr.edu).

### ADMISSION

College-level coursework is required for admission. Take individual courses or fulfill all of the requirements to earn your certificate. Whichever you choose, you will gain the personal power that comes through learning new skills. Be assured that you are receiving education that is backed by the UC tradition of excellence.

### HOW TO EARN THIS CERTIFICATE

Individuals must complete a total of 31 quarter units, with a grade of C or better.

FUNDAMENTALS OF LAW FOR THE LEGAL  
PROFESSIONAL 4 UNITS

LEGAL RESEARCH AND WRITING I 4 UNITS

LEGAL RESEARCH AND WRITING II 4 UNITS

CIVIL LITIGATION AND PROCEDURE 4 UNITS

ETHICS FOR THE LEGAL PROFESSIONAL 2 UNITS

TORT LAW 3 UNITS

CONTRACT LAW 3 UNITS

7 UNITS ELECTIVES (SEE WEBSITE)

- This program can typically be completed within 15 months.

### PROGRAM INFORMATION

Prices, requirements and courses are subject to change. For the most up-to-date information:  
Phone: (951) 827-4105  
Email: [prodev@ucx.ucr.edu](mailto:prodev@ucx.ucr.edu)  
Website: [www.extension.ucr.edu](http://www.extension.ucr.edu)



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VERSION 09.2018