



University Extension
Professional Studies

LEARN THE LANGUAGE OF LAW

Professional Certificate in Paralegal Studies



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 University Extension instructors are experienced judges, attorneys, and paralegals who undergo a rigorous academic approval process.

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, this program is for you. You'll know beyond a reasonable doubt that you've made the right choice for your career.

This program is endorsed by the American Bar Association (ABA).

WHAT YOU'LL LEARN

Advanced legal knowledge and skills to perform as a paralegal

Essential writing skills to perform legal research

Current laws and court rules

Academic, ethical, and professional standards of the legal profession

 **TOTAL UNITS**
31

 **TUITION**
\$6,500

 **COMPLETION TIME**
15 months

 **FORMAT**
Online*



951.827.4105 | extension.ucr.edu

**Courses are currently operating in an online format due to COVID-19. When safe to do so, courses will return to an in-person classroom setting per ABA program requirements.*

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BENEFITS OF EARNING A CERTIFICATE

There are several reasons why, Bachelor's degree in hand, you might be considering continuing your studies. An upgraded education section on your resume can open the door to a new career, or, if you're already working, lead to a promotion and a higher salary. While you're working, going back to school is an excellent way to stay current in rapidly changing fields, or, if you've been away from the workforce for a while, to quickly get caught up in the latest trends, concepts, and advances.

While there are as many paths to follow, as there are reasons to follow them when approaching continuing education, there is enormous value in terms of time, financial investment, and personal flexibility while gaining practical training from working professionals in your industry that extends beyond the theory of the classroom and into the real world.

KEY BENEFITS INCLUDE:

- UC quality curriculum
- Professional endorsements
- Schedule flexibility
- Variety of courses and programs
- Instruction from professional leaders in the industry

PAY AS YOU GO



Pay per individual course
as you register.

AVERAGE COURSE TUITION
\$750-800 PER (4 UNIT) COURSE

Learn more about [tuition assistance](#).

CAREER INFORMATION



IN-DEMAND FIELD

Jobs are projected to grow at a rate of 22% over the next 5 years.



STRONG EARNING POTENTIAL

Median Salary **\$64,229**



VARIETY OF JOBS TO CHOOSE FROM

- Paralegal
- Paralegal Specialist
- Law Associate/Assistant
- Legal Analyst
- Legal Assistant



SKILLS FOR SUCCESS

- Critical Thinking
- Written, Oral, and Reading Comprehension
- Active Listening



REALITY CHECK. WHAT YOU WILL DO ON THE JOB.

- Conduct client interviews and maintain general contact with client
- Locate and interview witnesses
- Conduct investigations, statistical and documentary research
- Conduct legal research
- Draft legal documents, correspondence and pleadings

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STUDY PLAN

We recommend you get the most out of your experience by following the suggested completion path below. **NOTE: Application and official transcripts required for program entry.**

Required Courses (24 units)		
(All required courses need to be completed prior to enrolling in elective courses.)		
QUARTER		UNITS
1	Fundamentals of Law for the Legal Professional LAW X430	4
	Legal Research and Writing I LAW X431	4
2	Legal Research and Writing II LAW X432	4
	Civil Litigation and Procedures LAW X435	4
3	Tort Law LAW X439	3
	Ethics for the Legal Professional LAW X433.6	2
4	Contract Law LAW X437.1	3

Elective Options (7 units)		
QUARTER		UNITS
4 - 5	Criminal Law for Paralegals LAW X445	4
4 - 5	Family Law LAW X436	3
4 - 5	Immigration and Naturalization Law and Procedure LAW X444	2
4 - 5	Paralegal Internship LAW X499	3
4 - 5	Probate Practices and Procedures LAW X438	3

ARE YOU READY FOR YOUR NEXT STEP?

Schedule an appointment with a [Student Success Coach](#) to get started. extension.ucr.edu/coach



For a full list of policies and procedures, check our [website](#).

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