



Make the most of your professional opportunities with UC Berkeley Extension's Paralegal Studies Program.

In as little as five months, you fulfill California's requirements for paralegals and gain the skills and knowledge to begin or move up in your career. You also gain the benefits of a program meeting the quality standards and bearing the name of UC Berkeley. ● In a program designed by paralegals for paralegals, you learn from practicing attorneys approved to teach by UC Berkeley. Two formats enable you to continue working while you complete the program. Proceed at your own pace with a fully online program you can begin anytime, or choose a mix of classroom and online study. Locations in San Francisco, Redwood City, and Berkeley make learning convenient wherever you may live or work. ● For the education you need to succeed as a paralegal in the Bay Area and throughout California, there's no place better to turn than UC Berkeley Extension.



Program in

Paralegal Studies

Your Requirements

Program Content

To complete the Paralegal Studies Program, you enroll in the core Essential Paralegal Studies course and four electives. Essential Paralegal Studies gives you a strong foundation in the skills attorneys and law firms value most. Program electives let you focus on areas of particular interest or relevance to your career. Extensive materials and other resources—from a subscription to the LexisNexis and Westlaw online legal research tools to exclusive access to the ParaStudent website—further support your learning and professional development.

Whether you take part in the fully online or combined classroom and online program, you complete a total of 360 study hours, or eight semester units of academic credit.

Getting Started

To enroll, you must have earned at least a high school diploma or its equivalent. To proceed through the program, you will need basic word processing skills and access to a computer with a reliable Internet connection. When you're ready to start, enrolling in both Essential Paralegal Studies and an elective that begins the same week helps you complete the program as quickly as possible. With the fully online program, you can start anytime.

FIND THE QUALITY YOU WANT

- EDUCATION MEETS CALIFORNIA'S PARALEGAL REQUIREMENTS
- INSTRUCTORS APPROVED BY UC BERKELEY
- PROGRAM DESIGNED FOR PARALEGALS BY PARALEGALS

GET THE FLEXIBILITY YOU NEED

- COMPLETE THE PROGRAM IN AS LITTLE AS FIVE MONTHS
- STUDY IN SAN FRANCISCO, REDWOOD CITY, BERKELEY, OR ONLINE
- CHOOSE ONLINE OR COMBINED CLASSROOM AND ONLINE FORMATS
- START ONLINE ANYTIME



Required Course: 4 Semester Units

- **Essential Paralegal Studies**
Focus on the fundamental skills and knowledge required of successful paralegals. These include legal terminology, the structure of courts, legal ethics, evidence, investigation, interviewing, analysis, legal research, legal writing, pleading preparation, discovery coordination, file maintenance, billable hours, form manipulation, electronic research, and motion preparation.

Electives: 4 Courses, 4 Semester Units

- **Paralegal Tort Law**
Study the law governing personal injury, product liability, and malpractice.
- **Paralegal Contract Law**
Learn about the various types of contracts and how to draft a contract.
- **Paralegal Business Law**
Understand the basic forms of business organizations and the law pertaining to each.
- **Paralegal California Procedures**
Examine predominant court rules and the skills needed to find the rule governing specific procedural questions.
- **Paralegal Criminal Law**
Gain the knowledge of substantive and procedural criminal law needed to assist criminal attorneys in all phases of their work.
- **Paralegal Intellectual Property Law**
Study law related to patents, copyrights, trademarks, and trade secrets.
- **Paralegal Family Law**
Learn about child custody and child support, property rights and division, spousal support, adoption and surrogacy rights, and the paralegal's role in a family law practice.

Electives vary by term, and additional electives are under development.

“I had been a clerk at a law office, and when I completed the program, I was promoted to a paralegal.”

JOHN BAUMANN, FINCK & DADRAS LLP, SAN FRANCISCO

Learn More Visit www.unex.berkeley.edu/paralegal