



Make a difference

become a paralegal.

Paralegal Certificate Program

UCI

Division of
Continuing Education

For over 45 years, our Paralegal Certificate Program has prepared students like you to enter the exciting and challenging legal field as a paralegal. Many attorneys can attest to the tremendous value of a qualified paralegal. Paralegals really make a difference in the lives of the clients they help serve. You are about to embark upon a rewarding career path of which you can be proud.

We work hard to ensure that our courses are delivering practical content and preparing you to start your career on the right foot. Our paralegal and attorney instructors bring a wealth of experience and knowledge to the classroom, and their dedication and passion for teaching is second to none. The skills you learn here today will be the foundation for your career tomorrow.

We invite you to explore our convenient program offerings, and learn how you too can become a paralegal.

*A "Paralegal" or
"Legal Assistant"*
**is a person qualified by education,
training or work experience who
is employed or retained by a
lawyer, law office, corporation,
governmental agency or other
entity and who performs
specifically delegated substantive
legal work for which a lawyer
is responsible.**

- AMERICAN BAR ASSOCIATION

Choose from Two Program Formats

Part Time – Courses are held remote online with at least 15 units of synchronous instruction using live online evening meetings. Depending upon your course load, you can complete the certificate program in one to five years.

Full Time – Courses are held remote online with at least 15 units of synchronous instruction using live online daytime and evening meetings. This certificate program is completed in approximately three months. Students will spend over 40 hours a week on coursework. Students cannot transfer to the part-time format after starting the full-time format.

A Program of Distinction

Over the past forty-five years, our Paralegal Program has earned an outstanding reputation for practice-based education. A balance of workplace applicable skills and legal theory prepares graduates to choose to participate in litigation or transactional practices. Concepts and practical skills are taught and reinforced utilizing case studies, lectures, class discussions, group exercises, assignments, and guest speakers.

Approved by the American Bar Association (ABA), the program meets the most rigorous standards set for paralegal training. The curriculum is reviewed and updated on a continuing basis. As part of the prestigious University of California, Irvine, the curriculum has also been reviewed and approved by campus academic departments.

Built by Experts

Advisory committee members – attorneys and paralegals – evaluate the program content and contribute insight and foresight on industry trends to ensure that the most relevant and timely legal training is offered.

"The Paralegal Program provided a better understanding of the legal matters involved in criminal trials and helped me pass the promotional exams that ultimately led to my promotion as Supervisor Detective Sergeant."

- JON SLOAN



Program Overview

Experienced paralegals and attorneys from leading law firms, corporations, and public sector organizations serve as instructors for the program. They are selected based on their professional credentials, subject matter expertise, ability to teach at the university level, experience working with paralegals, and dedication to advancing the paralegal profession through education.

More than Training

Connect with others in the legal industry and develop a professional network as you progress through the program. Build a portfolio of work that showcases your capabilities. Leave equipped to become a respected member of a legal services delivery team.

Continue to Learn

A variety of legal specialties allow you to stay up-to-date on the most current developments in the paralegal field.

Make your Mark

Paralegals serve as a pivotal link between a firm and its clients, the office of opposing counsel, and the court system or other departments outside of the organization. They do just about everything an attorney does except give legal advice, set fees, and represent clients in court. While paralegals may not provide legal services directly to the public except as permitted by law, the typical tasks paralegals do perform include:

- Conducting client interviews and maintaining general contact
- Assisting with case management
- Locating and interviewing witnesses
- Performing investigations and statistical documentary research
- Retrieving and gathering factual information
- Performing legal research and analysis
- Drafting legal documents, correspondence, and pleadings
- Summarizing depositions, testimony, and records; drafting discovery, including interrogatories and responses
- Attending executions of wills, real estate closings, depositions, court or administrative hearings, and trials with the attorney

Choose your Field

One of the most attractive aspects of the paralegal profession is the diversity of potential employment opportunities. With your paralegal certificate, you have the flexibility to go almost anywhere:

- Private law firms
- Government agencies
- Corporations
- Nonprofit organizations
- Advocacy groups
- Court system
- Insurance companies
- Bank trust departments
- Independent contractor services to attorneys and law firms
- And much more

Begin your journey

You've taken the first step in your paralegal career exploration. Now we invite you to take your place in our Paralegal Program and experience training that results in career satisfaction, enhanced earning potential, and opportunities for advancement.

Admission Requirements

To qualify for admission, you must have a bachelor's degree or an associate of arts or science degree from an accredited post-secondary institution. An associate of applied science degree, or an occupational or vocational degree does not satisfy the educational requirements. You must also submit official college transcripts verifying you meet the admission requirements.

"If you want to get it, get out, and start working, the compressed option is the fastest, most effective program that you can take to do that."

– LUNA HERNANDEZ



Part Time Schedule

The part-time schedule is a flexible format where students can enroll into one or several required and elective courses each quarter.

Contact the program office for a personalized course schedule. For the latest updated course schedule, visit: ce.uci.edu/legal

Schedule is subject to change.

WI = Winter SP = Spring
 SU = Summer FA = Fall
 R = Remote O = Online

Required Courses

	WI	SP	SU	FA
Fundamentals of the Paralegal Profession (3 units)	R	R	R	R
Contracts (3 units)	R	R	R	R
Legal Writing (3 units)	R	R	R	R
Legal Research (3 units)	R	R	R	R
Civil Litigation I (3 units)	O	O	O	O
Civil Litigation II (3 units)	O	O	O	O
Ethics for the Paralegal (2 units)	O	O	O	O
Technology Practicum for the Paralegal (3 units)	R	R	R	R
Legal Career Skills (1 unit)	R	R	R	R

Elective Course Two electives offered every quarter. Each elective will be offered 1-2 times a year. For the most current elective schedule, please visit our website.

Corporate Law (3 units)
 Criminal Law (3 Units)
 Family Law (3 Units)
 Torts (3 units)

Full Time: Compressed Schedule

This three-month program consists of 11 courses. View schedule at ce.uci.edu/legal.

Our program is supported by experienced professionals who participate in serving students, prospective students, graduates and instructors with program and career counseling. The staff came to the program with backgrounds in law, business and education and are well respected by the communities they serve. They welcome student and community input in order to continually assess program objectives and curriculum.

Goals

- To provide an educational foundation that assists paralegals in becoming ethical, professional, and effective members of a legal services delivery team
- To prepare students for a career as a paralegal working under the supervision of an attorney in law firms, corporations, and public sector organizations

Program Objectives

- Advance oral and written communication skills
- Develop technology skills and a framework for learning new technology skills
- Gain analytical skills through the study of case law and the federal and California legal systems
- Practice critical thinking skills through substantial writing assignments
- Develop practical litigation and transactional skills and create a framework for understanding the most common areas of law practice in California
- Understand the role and responsibilities of paralegals as well as the rules of professional conduct and their application to legal professionals
- Practice the attitude and skills necessary to succeed as a paralegal in various legal settings

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