

PARALEGAL STUDIES, ASSOCIATE IN SCIENCE

The Paralegal Studies Associate in Science degree at Oxnard College is designed to prepare students to be a paralegal with responsibility for assisting attorneys in preparation of cases for trial or arbitration, researching existing laws, and performing a moderate degree of investigation. Upon completing the major requirements for the Associate in Science in Paralegal Studies, students will be prepared for careers under the supervision of an attorney in law offices, corporations, non-profits, government agencies, courts, and other businesses where knowledge of paralegal practice and training as a paralegal is required.

| Course ID | Title | Units/ Hours |
|---|---|-----------------|
| Required Core Courses | | 19 |
| BUS R111 | Business Law | 3 |
| LAW R101 | Paralegal Fundamentals | 3 |
| LAW R102 | Introduction to Legal Technology | 3 |
| LAW R103 | Communications and Case Management | 3 |
| LAW R104 | Legal Research and Writing I | 3 |
| LAW R105 | Legal Research and Writing II | 3 |
| LAW R130 | Paralegal Seminar | 1 |
| Complete 12 units from the following two Tracks and Work Experience ¹ | | 12 |
| Litigation Track | | |
| LAW R110 | Criminal Law and Procedure | 3 |
| LAW R112 | Torts | 3 |
| LAW R114 | Evidence | 3 |
| LAW R115 | Civil Procedure and Litigation | 3 |
| LAW R121 | Family Law | 3 |
| LAW R124 | Probate Law | 3 |
| Transactional Track | | |
| LAW R113 | Contracts | 3 |
| LAW R120 | Real Estate Law | 3 |
| LAW R122 | Immigration Law | 3 |
| LAW R123 | Employment Law | 3 |
| Work Experience (Optional, up to 3 units max) ² | | |
| LAW R190 | Occupational Cooperative Unpaid Work Experience | 1-3 |
| LAW R191 | Occupational Cooperative Paid Work Experience | 1-3 |
| Total Required Major Units | | 31 |
| Oxnard College General Education Pattern | | 29 |
| Double-Counted Units | | 0 |
| Free Electives Required | | 0 |
| Total Required Units for A.S. Degree | | 60 |

To complete the Associate Degree, students must meet requirements in the major, general education, competency, units, scholarship, and residency. Refer to Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

Upon successful completion of this program, students will be able to:

- Apply rules and principles to new situations in the Paralegal Studies arena.
- Locate appropriate documents and utilize them to develop legal forms of various kinds used in the Paralegal Studies arena.
- Write clearly and accurately in a variety of contexts and formats while checking, editing, and revising their written work for accurate information, appropriate emphasis, correct citation form and style, and proper grammar on legal documents, memoranda, pleadings and forms.
- Demonstrate familiarity with, and ability to use and write with, appropriate legal terms and legal terminology.
- Demonstrate knowledge and understanding of American system of government, and federal, state and local court systems, and alternative dispute resolution.
- Research California and federal statutes, cases, and court rules appropriate to given factual scenarios.

¹ Students may choose all 12 units within the same Track, or select courses from both Tracks to total 12 units.

² Students may enroll in no more than 3 units of work experience to satisfy 3 of the 12 units of electives required for completion of the program.