

PARALEGAL STUDIES, CERTIFICATE OF ACHIEVEMENT

The Paralegal Studies Certificate of Achievement 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 Certificate of Achievement 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.

American Bar Association (ABA) Approved Program: The Paralegal Studies Certificate will be granted upon the completion of all required courses and only to students who possess an associate's degree or bachelor's degree from a regionally accredited institution. The ABA stresses that Paralegals may not provide legal services directly with the public except as permitted by law.

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 Experience¹		
Litigation Track		
LAW R110	Criminal Law and Procedure	3
LAW R112	Torts	3
LAW R114	Evidence	3
LAW R121	Family Law	3
LAW R124	Probate Law	3
LAW R115	Civil Procedure and Litigation	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	3
LAW R191	Occupational Cooperative Paid Work Experience	3
Total Required Units for Certificate		31

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.

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Earn a Certificate of Achievement section in this catalog for specific information.

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.