

Business, Management & Legal Programs

Paralegal Studies Program

Now in 2 Locations: Westwood & Downtown Los Angeles

40-year, proven track record



Program Goals and Objectives

The goals of the UCLA Extension Paralegal Training Program are to prepare students:

- To function as ethical, effective, and efficient professional paralegals in law firms, businesses, government, and non-profit organizations;
- To perform a wide variety of legal work under the supervision of attorneys; and
- To adapt easily to the changing role of the paralegal and to the changing needs of the legal community.

The objectives of the Paralegal Training Program are:

- To provide candidates with high quality-ABA approved instruction with an emphasis on substantive and procedural law, legal analysis, and practical paralegal skills from a variety of legal professionals including judges, attorneys, and paralegals;
- To develop in candidates a practical understanding of the role, function, and ethical responsibilities of paralegals in various legal environments;
- To provide candidates and graduates with guidance and tools for successful career planning and professional development in the legal profession.

The Future of the Paralegal Profession

According to the **U.S. Bureau of Labor Statistics**, employment of paralegals and legal assistants is projected to grow by **22 percent in the near future**, much faster than the average for other occupations. The position is considered among the 10 fastest growing occupations in the United States.

Paralegals from ABA-approved programs – those with the highest caliber of training – will be in a favored position to benefit from these new career opportunities. As a growing number of organizations begin to hire more paralegals, from corporate legal departments and insurance companies, to real estate, banks, and even the entertainment industry, there will be an increased demand for qualified candidates.* Will you be ready?



A Forbes survey listed the paralegal role as the number one most underrated career in the U.S., due to its “relatively low stress” level, and even lower unemployment rates (less than 4%). With limited direct public service interaction and an average salary of \$47,000 per annum, this multifaceted career is growing in demand and popularity.

Paralegals are an integral part of the legal process, and are generally assigned to “perform specifically delegated substantive work for which a lawyer is responsible.” *Paralegals may not provide legal services directly to the public, except as permitted by law.* By definition, a paralegal is “a person, qualified by education, training, or work experience,” who provides ethical and cost-effective assistance in helping research legal issues; file and organize documents; conduct interviews; gather facts; and monitor pending transactions, potential claims, or lawsuits. Our program qualifies graduates to hold themselves as paralegals under the California Business & Professions Code §6450. It has been designed specifically to prepare students to perform and adapt successfully in an ever-changing legal environment. Join us.

*Bureau of Labor Statistics, Occupational Outlook Handbook

The UCLA Extension Difference

For almost four decades, UCLA Extension's Paralegal Training Program (PTP) has continued a tradition of excellence in paralegal education, and remains well-respected within the legal community.

ABA-approved program: The PTP was one of the first programs to be approved by the American Bar Association as meeting high standards in faculty selection, academics, resources, curriculum, programming, administration, and student services.



Instructors approved by UCLA School of Law: Real-world experience is one of the cornerstones of our program and training. That's why all of our instructors are attorneys, judges, paralegals, and other legal professionals, selected from a broad spectrum of the legal community. We pride ourselves on the expertise that our instructors bring. Some of our instructors are also graduates of the program themselves, who after working as paralegals have gone on to careers as practicing attorneys or judges. Our diverse instructor base delivers a unique and relevant perspective on the legal field.

Convenient Program Options

If you're considering a career change to paralegal, or are already in the legal field and want to expand your prospects, UCLA Extension has the educational options to meet your needs! Students can choose either the 5- or 11-month program, both conveniently located in two locations: Westwood (near the UCLA campus) and DTLA.

Now Offered in 2 Locations:

UCLA Extension Building
10995 Le Conte Avenue, Westwood
(Near the UCLA campus)

UCLA Extension at The Park @ DTLA
261 S. Figueroa St., Downtown Los Angeles

Whether you're in the 5- or 11-month program, you'll receive instruction in the following areas: **The Paralegal Profession, Common Law, Practical Paralegal Skills, Civil Procedure, and Statutory Law.**

UCLA Extension Offers 2 Program Options: 5-month or 11-month.

Daytime: This 5-month program offers a more traditional class schedule, designed for those who work nights or have other obligations, but have the mornings available for study.

Monday-Friday, from 9am-12:30pm

Evening: This 11-month program is designed to meet the busy schedules of working professionals. With classes 2 evenings per week, students can train for a paralegal career while maintaining their current employment.

2 evenings a week, from 6:30-10pm

All candidates completing the program are awarded a certificate that bears the gold seal of the University of California and is signed by the Dean of UCLA Extension. See inside for full course curriculum (subject to change).

A Lifetime of Career Services

By building long-term relationships with our graduates and instructors, we're able to provide a lifetime of career assistance. Our graduates can contact career counseling and job search services at any time.

Our Vision: We'll engage the power of education to transform lives, businesses, and communities worldwide.

Career Services: We offer one-on-one career counseling to our students and graduates through résumé reviews, interview preparation sessions, a mock interview program, and career workshops. Our online job board is active and constantly updated and maintained, exclusively for our grads and students. We remain constantly connected through our associations with the paralegal community.

Networking: We work closely with professional paralegal associations and maintain contacts with legal search firms, so our students and graduates can participate in events and learn about the latest networking opportunities from the inside. Through our network and centrally located offices, we keep in direct touch with the ever-changing job market and are a vital resource for employment opportunities in law firms, businesses, agencies, and organizations.



“I started shopping around... and it didn't take long to realize that UCLA Extension's program was **the best in Southern California**. I was able to go through the five-month program and **get to work right away!**”

— Paralegal Certificate Graduate, Career Changer, **Lauren Ruitberg**

Paralegal Studies Program

Program & Application Info

Recognized by employers throughout Los Angeles and beyond, the program equips students with a thorough understanding of the functions and ethics needed in this ever-growing profession. Whether you intend to eventually work as a paralegal in a law firm, corporation, government, or nonprofit organization, our certificates encompass major legal subjects with an emphasis on the practical applications of the material covered. The program provides relevant coursework for students considering a new paralegal career, or current paralegals who wish to expand their knowledge base.

Start today along a new path of opportunity.

Post-Baccalaureate Program Curriculum *

Introduction

- Program Orientation
- The Paralegal Profession

Common Law

- Contracts
- Torts and Personal Injury
- Criminal Law and Procedure
- Real Property

Practical Paralegal Skills

- Legal Research and Writing: Part I—Basic Tools
- Legal Technology and Practical Skills
- Legal Research and Writing: Part II—Applied Skills

Civil Procedure

- Civil Procedure I: Pleading Practice
- Civil Procedure II: Pre-Trial Procedure
- Civil Procedure III: Trials and Evidence

Statutory Law

- Business Organizations & Securities Law

*Subject to change

Undergraduate Studies Program Curriculum

In addition to the above program curriculum, the following three courses may be required depending on eligibility. For questions, feel free to call us at **(310) 825-0741**.

- Oral Communication and Presentation Skills for Legal Business Professionals
- Effective Writing in Legal and Business Settings
- Legal Internship

Process: A screening committee reviews your application and considers a combination of factors in making its decision: academic history, professional experience, life experience, and writing ability. If you're accepted, you can enroll in the program by making timely payment of the tuition. You also need to have your college or university forward official transcripts, or for international students, an official transcript evaluation report.

All applicants must be accepted into the program before enrolling. If you have the minimum educational requirements, complete and submit an application. Applications can be obtained online at uclaextension.edu/ptp or at the UCLA Extension PTP Office. Submit your completed application by using one of the following:

- In person / mail: Paralegal Training Program, 10995 Le Conte Ave., Rm. 517, Los Angeles, CA 90024
- Fax: **(310) 825-9242**
- Email: paralegal@uclaextension.edu

Applicants must possess the following to be eligible for the program:

- A baccalaureate or higher degree from a regionally accredited college or university

OR

- An associate degree or 60 semester or 90 quarter units (or hours) earned from a regionally accredited college or university. At least 18 semester or 27 quarter units (or hours) must be considered general educational courses as defined by the ABA in at least 3 different disciplines. General education courses defined by the ABA include college level courses which provide students with critical reasoning and writing skills such as social and behavioral science, English composition and literature, foreign language, mathematics, humanities, and natural science. Courses designed to develop professional, vocational, and technical skills are not considered general education.

For more information about our completion rates, the median debt of students who have completed the program, and other important information, please visit our certificate website at:

<https://www.uclaextension.edu/CF571>

Contact Information

Start your journey to success now, by contacting a UCLA Extension representative for more information. Or visit uclaextension.edu/ptp to download your application today.

Deliver submissions/applications, along with your official transcripts, to:

UCLA Extension
Paralegal Training Program
10995 Le Conte Avenue, Suite 517
Los Angeles, CA 90024-1333
Tel: **(310) 825-0741**
Fax: **(310) 825-9242**

Note: Official transcripts must be delivered in sealed envelopes by the submitting institution, and will not be accepted by fax.

Success Stories

Our graduates have gone on to some of the best organizations and positions in the country, including:

Companies & Organizations

- 20th Century Fox
- Alliance for Children's Rights
- California Department of Justice
- CBS
- Disney
- HBO
- MGM Studios
- Red Bull
- NBCUniversal
- U.S. Attorney's Office

Law Firms

- Christie, Parker & Hale LLP
- Glaser Weil Fink Howard Avchen & Shapiro LLP
- Greenberg Glusker Fields Claman & Machtinger LLP
- Irell & Manella LLP
- Jackson Lewis P.C.
- Kirkland & Ellis LLP
- Latham & Watkins LLP
- Loeb & Loeb LLP
- Munger, Tolles & Olson LLP
- Proskauer Rose LLP
- Skadden, Arps, Slate, Meagher & Flom LLP



About UCLA Extension

We create extraordinary learning experiences for adults of all ages. UCLA Extension is the continuing education division of the University of California at Los Angeles (UCLA). We offer courses evenings and weekends in Westwood and Downtown L.A., plus online classes available around the globe. Courses range from business, arts, engineering, and IT to entertainment studies, public policy, public health, the humanities, and more.

Explore UCLA Extension at uclaextension.edu.

UCLA Extension

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