

# 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
<b>Required Core Courses</b>		<b>19</b>
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
<b>Complete 12 units from the following two Tracks and Work Experience <sup>1</sup></b>		<b>12</b>
<b>Litigation Track</b>		
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
<b>Transactional Track</b>		
LAW R113	Contracts	3
LAW R120	Real Estate Law	3
LAW R122	Immigration Law	3
LAW R123	Employment Law	3
<b>Work Experience (Optional, up to 3 units max) <sup>2</sup></b>		
LAW R191	Work Experience Education in Paralegal Studies	3
<b>Total Required Major Units</b>		<b>31</b>
Oxnard College General Education Pattern		29
Double-Counted Units		0
Free Electives Required		0
<b>Total Required Units for A.S. Degree</b>		<b>60</b>

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

<sup>2</sup> 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.

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.

To complete the Associate Degree, students must meet requirements in the major, general education, competency, units, scholarship, and