
Specialized Associate Degree—Paralegal

Objective: This program is designed to prepare graduates to assume positions as paralegals, legal secretaries, or administrative support staff in a law office. Emphasis is placed on the development of legal office skills such as: case management, legal research, discovery, calendaring, drafting and analyzing legal documents, and alternative dispute resolution. A 120-hour internship is included for those students who meet certain requirements. Further concentration on critical thinking and decision making, human relations, and communications coupled with general education classes is designed to produce well-qualified paralegals who, under the supervision of an attorney, can perform such tasks as managing complex files, developing legal practice systems, research and writing, and case management. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

This program fully complies with the paralegal education requirements of California Business and Professions Code § 6450, et seq.

Expected Educational Outcomes: Upon completing the Specialized Associate Degree – Paralegal program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. Knowledge and understanding of managerial duties required in a law office.
4. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring, and accounting software.
5. An ability to interpret and understand contemporary business literature.
6. The capability to further learn management concepts, communications, and human relations principles as they relate to career success and productivity.
7. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

Specialized (Occupational) Associate Degree awarded upon successful completion of all graduation requirements.

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.	
			Units	
ACN160A	Fundamentals of Accounting IA	24	2.0	
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	
ACN160B	Fundamentals of Accounting IB	24	2.0	
ACN16LB	Fundamentals of Accounting IB Lab	24	1.0	
BMN141	Math Review	24	1.0	
BMN142	Business Math	24	2.0	

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Empire College
Business – Law – Technology – Medical

Specialized Associate Degree – Paralegal

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Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
CMN127A	Beginning Keyboarding	24	1.0	LGN360B	Technology in the Law Office II	24	2.0
CMN127B	Introduction to Word I	24	1.0	LGN370A	Discovery I	24	2.0
CMN127C	Introduction to Word II	24	1.0	LGN370B	Discovery II	24	2.0
CMN144A	Beginning Word	24	1.0	LGN380A	Mediation/Conflict Management	24	2.0
CMN144B	Intermediate Word	24	1.0	LGN420A	Legal Transcription I	24	1.0
CMN166A	Beginning Excel	24	1.0	LGN421A	Legal Terminology	24	1.0
CMN185A	QuickBooks Pro I	24	1.0	PLN240A	Legal Research I	24	2.0
CMN185B	QuickBooks Pro II	24	1.0	PLN240L	Legal Research I Lab	24	1.0
CMN192A	Office: An Overview of Word and Excel	24	1.0	PLN240B	Legal Research II	24	2.0
CSN225A	Electronic Messaging with Virus Protection	24	1.0	PLN310A	Writing for the Legal Professional I	24	2.0
ENN100A	Business English IA - Grammar	24	2.0	PLN310B	Writing for the Legal Professional II	24	2.0
ENN100B	Business English IB - Grammar	24	2.0	PLN31AL	Writing for the Legal Professional I Lab	24	1.0
ENN200A	Business English IIA - Punctuation	24	2.0	PLN31BL	Writing for the Legal Professional II Lab	24	1.0
ENN200B	Business English IIB - Punctuation	24	2.0	PLN340A	Advanced Legal Research and Writing	24	2.0
ENN300A	Business Correspondence I	24	1.0	PLN340L	Advanced Legal Research and Writing Lab	24	1.0
ENN300B	Business Correspondence II	24	1.0	PLN400 *	Internship for Paralegals	120	4.0
GBN101	Career Transitions	24	2.0	TYN225A	Keyboarding Speed Development I	24	1.0
GBN132B	Administration: Records Management	24	2.0	General Education			
LGN130A	Business Law I	24	2.0	CMN100	Computer Literacy	24	1.0
LGN130B	Business Law II	24	2.0	ENN303A	Management Communications I	24	2.0
LGN130C	Business Law III	24	2.0	ENN303B	Management Communications II	24	2.0
LGN130D	Business Law IV	24	2.0	GBN050A	Information Literacy	24	2.0
LGN231A	Introduction to Civil Litigation I	24	2.0	GBN200A	Human Relations I	24	2.0
LGN231B	Intro. to Civil Litigation II	24	2.0	GBN200B	Human Relations II	24	2.0
LGN231C	Civil Litigation Procedures	24	2.0	MAN101	Introduction to Algebra	24	2.0
LGN231D	Real Property	24	2.0	PHN101A	Ethics in Technology and Society	24	2.0
LGN231E	Family Law	24	2.0	Total: 1680 108.0			
LGN231F	Estate Planning and Probate	24	2.0	Total Weeks/Quarters: 84/7			
LGN310A	WordPerfect for the Law Office	24	1.0	Keyboarding Speed Graduation Requirement:			
LGN320A	Calendaring for the Law Office I	24	1.0	45 NWPM			
LGN320B	Calendaring for the Law Office II	24	1.0	* See eligibility requirements under "Class Descriptions" in the Course Catalog.			
LGN331A	Law Office Management I	24	2.0				
LGN331B	Law Office Management II	24	2.0				
LGN351A	CyberLaw	24	2.0				
LGN360A	Technology in the Law Office I	24	2.0				