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## Paralegal Studies

**Objective:** Tailored for those with previous college education and/or office work experience, this program is designed to prepare graduates to assume positions as paralegals 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. Graduates are prepared to perform such tasks as managing complex files, developing legal practice systems, research and writing, and case management under the supervision of an attorney. 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.

**Prerequisites:** College transcript indicating completion of 30 semester units/45 quarter units or résumé outlining three years of office work experience, computer literacy and Microsoft Word knowledge to format documents, and/or interview with and approval of the Legal Department Head.

Note: All units in this program are transferable to the Specialized Associate Degree – Paralegal program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 23-2011.00 - Paralegals and Legal Assistants; 23-2099.00 - Legal Support Workers, All Other; and 43-6012.00 - Legal Secretaries

**CIP Code:** 22.0302 – Legal Assistant/Paralegal

**Expected Educational Outcomes:** Upon completing the Paralegal Certificate program, students will have demonstrated:

1. Competence in the daily functions of a law office including calendaring, correspondence, and preparation of legal documents.
2. Knowledge and understanding of managerial duties required in a law office.
3. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring.
4. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

**Certificate** awarded upon successful completion of all graduation requirements.

**Empire College**  
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**Santa Rosa, CA 95403**  
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**www.empcol.edu**

**Empire College**  
Business – Law – Technology – Medical

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## Program Outline: Requirements for Graduation

<b>Class No.</b>	<b>Class Title</b>	<b>Hours</b>	<b>Qtr.</b> <b>Units</b>
LGN130B	Business Law II: Torts and Crimes	24	2.0
LGN130C	Business Law III: Contract Law	24	2.0
LGN130D	Business Law IV: Business Organizations, Agency/ Employment, and Property Law	24	2.0
LGN231A	Civil Litigation: Pleadings	24	2.0
LGN231E	Family Law	24	2.0
LGN231F	Estate Planning and Probate	24	2.0
LGN331A	Law Office Management I	24	2.0
LGN360	Technology in the Law Office	24	2.0
LGN370A	Discovery I	24	2.0
LGN370B	Discovery II	24	2.0
PLN240A	Legal Research I	24	2.0
PLN240B	Legal Research II	24	2.0
PLN310A	Writing for the Legal Professional I	24	2.0
PLN310B	Writing for the Legal Professional II	24	2.0
PLN340A	Advanced Legal Research and Writing	24	2.0
<b>Electives</b>	<b>5 24-hour classes required</b>	<u>120</u>	<u>10.0</u>
LGN130A	Business Law I: Legal System		
LGN231B	Civil Litigation: Discovery		
LGN231C	Civil Litigation: Law and Motion		
LGN231D	Real Property		
LGN231G	Criminal Law		
LGN331B	Law Office Management II		
LGN370C	E-Discovery		
LGN421C	Fundamentals of Writing for the Legal Professional		
Total:		480	40.0
Total Weeks/Quarters:		48/4	

NOTE: Due to class prerequisites, students will be scheduled on a part-time basis.