
Specialized Associate Degree—Paralegal

Objective: 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. 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.

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 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.

Empire College
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Empire College
Business – Law – Technology – Medical

Specialized Associate Degree – Paralegal

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0	LGN420A	Legal Office Procedures: Transcription	24	1.0
ACN161A	Fundamentals of Accounting IA Lab	24	1.0	LGN420B	Legal Office Procedures: Forms	24	1.0
ACN160B	Fundamentals of Accounting IB	24	2.0	LGN421A	Legal Terminology	24	1.0
BMN142	Business Math	24	2.0	LGN421B	Core Grammar for Lawyers	24	1.0
CMN127A	Keyboarding	24	1.0	LGN421C	Fundamentals of Writing for the Legal Professional	24	2.0
CMN127B	Introduction to Word I	24	1.0	PLN240A	Legal Research I	24	2.0
CMN127C	Introduction to Word II	24	1.0	PLN244A	Legal Research I Lab	24	1.0
CMN166A	Beginning Excel	24	1.0	PLN240B	Legal Research II	24	2.0
CMN310K	Comprehensive Outlook	24	1.0	PLN310A	Writing for the Legal Professional I	24	2.0
ENN101A	Business English - Grammar	24	2.0	PLN310B	Writing for the Legal Professional II	24	2.0
ENN101B	Business English - Punctuation	24	2.0	PLN311A	Writing for the Legal Professional I Lab	24	1.0
ENN300A	Business Correspondence I	24	1.0	PLN311B	Writing for the Legal Professional II Lab	24	1.0
ENN300B	Business Correspondence II	24	1.0	PLN340A	Advanced Legal Research and Writing	24	2.0
GBN101	Career Transitions	24	2.0	PLN340L	Advanced Legal Research and Writing Lab	24	1.0
LGN130A	Business Law I: Legal System	24	2.0	PLN401*	Internship for Paralegals	96	3.0
LGN130B	Business Law II: Torts and Crimes	24	2.0	TYN225A	Keyboarding Speed Development I	24	1.0
LGN130C	Business Law III: Contract Law	24	2.0	General Education			
LGN130D	Business Law IV: Business Organizations, Agency/ Employment, and Property Law	24	2.0	CMN100	Computer Literacy	24	1.0
LGN231A	Civil Litigation: Pleadings	24	2.0	ENN303A	Management Communications I	24	2.0
LGN231B	Civil Litigation: Discovery	24	2.0	ENN303B	Management Communications II	24	2.0
LGN231C	Civil Litigation: Law and Motion	24	2.0	GBN050	Information Literacy	24	2.0
LGN231D	Real Property	24	2.0	GBN200A	Human Relations I	24	2.0
LGN231E	Family Law	24	2.0	GBN200B	Human Relations II	24	2.0
LGN231F	Estate Planning and Probate	24	2.0	MAN101	Introduction to Algebra	24	2.0
LGN231G	Criminal Law	24	2.0	PHN101A	Ethics in Technology and Society	<u>24</u>	<u>2.0</u>
LGN320A	Calendar for the Law Office I	24	1.0	Total: 1440 95.0			
LGN320B	Calendar for the Law Office II	24	1.0	Total Weeks/Quarters: 72/6			
LGN331A	Law Office Management I	24	2.0	Keyboarding Speed Graduation Requirement:			
LGN331B	Law Office Management II	24	2.0	45 NWPM			
LGN360	Technology in the Law Office	24	2.0	* See eligibility requirements under “Class Descriptions” in the Course Catalog.			
LGN370A	Discovery I	24	2.0				
LGN370B	Discovery II	24	2.0				
LGN370C	E-Discovery	24	2.0				