



# UCIRVINE | EXTENSION

## Paralegal Certificate Program

### New Courses this Spring:

#### Employment Law

April 11 – June 13 (Thursdays)  
UCI Campus, 6:30-9:30pm

Examine employment law from each side's perspective with an eye on practical application for paralegals.

#### COURSE BENEFITS:

- Have a thorough understanding of the law and procedures involved from pre-filing considerations and claim prevention through to claim resolution
- Analyze particular fact patterns and identify whether or not various employment violations are present
- Articulate the best practices employers must observe to guard against claims

#### Superior Court Self-Help Center Internship

April 10 (Wednesday)  
UCI Campus, 6:30-9:30pm

Gain a working knowledge of e-filing and practice valuable communication skills in Orange County or Los Angeles County Superior Court Self-Help Centers assisting self-represented litigants comply with mandatory e-filing rules.

#### INTERNSHIP BENEFITS:

- Acquire 100 volunteer hours in OC or LA Superior Court Self-Help Centers
- Master e-filing in OC or LA Superior Courts
- Develop and practice skills in communicating legal procedures

#### SPRING ONLINE COURSES:

- Introduction and Fundamentals of Legal Assistantship
- Contracts
- Civil Litigation II
- Corporate Law

#### FOR MORE INFORMATION:

Gina Cho, program representative  
(949) 824-4598 ■ [gina.cho@uci.edu](mailto:gina.cho@uci.edu)



[facebook.com/UCIExtensionParalegal](https://www.facebook.com/UCIExtensionParalegal)



**FREE PARALEGAL EDUCATION  
& CAREER PLANNING SESSIONS**

Register at

[www.extension.uci.edu/events](http://www.extension.uci.edu/events)

**UC Irvine Campus:**

Tuesday, April 2, 5-6:30pm

**Lunch-time Webinar:**

Tuesday, May 14, 11:30am-12:30pm

**CAREER RESOURCES AVAILABLE:**

For Free Online Self-Access Career Planning Modules, visit [extension.uci.edu/career](http://extension.uci.edu/career).