

EDISCOVERY AND TECHNOLOGY SPECIALTY CERTIFICATE

Division: Business and Computer Information Systems

PROGRAM CODE: 2C44758

The **eDiscovery and Technology Specialty Certificate** is designed to prepare students for employment or their continued education. The focus of the coursework for these certificates is skill building in the areas of legal drafting; communication; decision-making; planning; scheduling; and customizing work-product for a targeted legal or non-legal environment. Emphasis is on interpersonal communications; problem-solving; leadership; and critical thinking skills to prepare students for employment. Fullerton College students pursuing an American Bar Association ("ABA") approved Paralegal Studies Degree and/or Certificate should take note of the requirements found in the catalog before pursuing this certificate. Non-paralegal courses taken toward this certificate will not count toward an ABA-approved paralegal degree or certificate. Students who received their paralegal certificate from an institution other than Fullerton College may transfer in a maximum of six units of elective credit toward this certificate. Prerequisites note: For students who have obtained a certificate of completion/achievement from an ABA-approved Paralegal Studies program at another institution can have prerequisites required for a Fullerton College paralegal (PLEG) course waived. ABA required disclaimer: This certificate is not a substitute for an ABA approved Paralegal Studies Certificate, which must be obtained before, or concurrently with, applying for any specialized certificate. This certificate on its own does not prepare students to work as a paralegal. This certificate requires 15 units. A grade of C or better is required in each course taken.

Code	Title	Units
Required Courses (15 Units):		
CIS 120 F	Project Management I	3
CIS 142 F	Database I	3
CYBR 106 F	Introduction to Cybersecurity	3
PLEG 215 F	Electronic Discovery and Software Application	3
PLEG 225 F	Law Office Management	3
Total Units		15

Program Level Student Learning Outcomes

Outcome 1: Apply technology and project management skills to client issues in both legal and non-legal arenas.

Outcome 2: Develop an understanding of cybersecurity, technology, and project management principles to perform both legal and non-legal tasks encountered in any business or law environment in the United States.