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## Legal Secretary

**Objective:** This program is designed to prepare graduates to assume positions as legal secretaries or legal administrative support staff. A number of procedures, principles, and skills important in law offices are studied. By preparing a variety of legal documents, the students master procedures and practical applications to meet the demands of law offices. Entry-level employability in a secretarial position is in keeping with the mission of the College.

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

**Expected Educational Outcomes:** Upon completing the Legal Secretary program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and machine transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. An understanding of the responsibilities necessary to implement and maintain professional standards of document production and the proper usage of legal terminology.
4. Complete comprehension of the ethical principles of working in a law office and, more particularly, as a legal secretary.

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

***Empire College***  
***3035 Cleveland Avenue***  
***Santa Rosa, CA 95403***  
***707-546-4000***  
***www.empcol.edu***

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

# Legal Secretary

## Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5	LG231A	Introduction to Civil Litigation I	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	LG231B	Introduction to Civil Litigation II	25	2.5
BM141	Math Review	25	1.0	LG231C	Civil Litigation Procedures	25	2.5
CM050A	Introduction to the Internet	25	1.0	LG231D	Real Property	25	2.5
CM100	Computer Literacy	25	2.5	LG231E	Family Law	25	2.5
CM127A	Beginning Keyboarding	25	1.0	LG231F	Estate Planning and Probate	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	LG310A	Points & Authorities Formatting - Computerized	25	1.0
CM127C	Introduction to Microsoft Word II	25	1.0	LG320A	Law Office Docketing-Computerized	25	1.0
CM144A	Beginning MS Word	25	1.0	LG420A	Legal Transcription I	25	1.0
CM144B	Intermediate MS Word	25	1.0	LG420B	Legal Transcription II	25	1.0
CM166A	Beginning Excel	25	1.0	LG420C	Legal Transcription III	25	1.0
CM185A	QuickBooks Pro I	25	1.0	TY225A	Keyboarding Speed Development I	25	1.0
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	TY225B	Keyboarding Speed Development I	25	1.0
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	TY225C	Keyboarding Speed Development I	25	1.0
EN100A	Business English IA - Grammar	25	2.5		Total:	1000	67.0
EN100B	Business English IB - Grammar	25	2.5		Total Weeks/Quarters		
EN200A	Business English IIA - Punctuation	25	2.5		Daytime:	40/4	
EN200B	Business English IIB - Punctuation	25	2.5		Evening:	60/4	
EN300A	Business Correspondence I	25	1.0		<b>Keyboarding Speed Requirement: 50 NWPM</b>		
EN300B	Business Correspondence II	25	1.0				
GB101	Career Transitions	25	2.5				
GB132B	Records Management	25	2.5				
LG130A	Business Law I	25	2.5				
LG130B	Business Law II	25	2.5				
LG130C	Business Law III	25	2.5				
LG130D	Business Law IV	25	2.5				

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