
Legal Office Administration

Objective: This program is designed to prepare graduates to assume positions as legal administrators or legal secretaries. A number of procedures, principles, and skills important in a law office are studied including an introduction to law office management. By preparing a variety of legal documents and using computerized legal programs, students become proficient in law office procedures. Emphasis on marketable skills is consistent 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 Office Administration 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. 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 understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

Diploma awarded upon successful completion of all graduation requirements.

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Empire College
Business – Law – Technology – Medical

Legal Office Administration

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
AC160A	Fundamentals of Accounting IA	25	2.5	LG130A	Business Law I	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	LG130B	Business Law II	25	2.5
BM141	Math Review	25	1.0	LG130C	Business Law III	25	2.5
BM195A	10-Key Keypad	25	1.0	LG130D	Business Law IV	25	2.5
CM050A	Introduction to the Internet	25	1.0	LG231A	Introduction to Civil Litigation I	25	2.5
CM100	Computer Literacy	25	2.5	LG231B	Introduction to Civil Litigation II	25	2.5
CM127A	Beginning Keyboarding	25	1.0	LG231C	Civil Litigation Procedures	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	LG231D	Real Property	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	LG231E	Family Law	25	2.5
CM144A	Beginning MS Word	25	1.0	LG231F	Estate Planning and Probate	25	2.5
CM144B	Intermediate MS Word	25	1.0	LG310A	Points & Authorities Formatting - Computerized	25	1.0
CM166A	Beginning Excel	25	1.0	LG320A	Law Office Docketing-Computerized	25	1.0
CM185A	QuickBooks Pro I	25	1.0	LG331A	Law Office Management I	25	2.5
CM185B	QuickBooks Pro II	25	1.0	LG331B	Law Office Management II	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	LG380A	Mediation/Conflict Management	25	2.5
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	LG420A	Legal Transcription I	25	1.0
EN100A	Business English IA - Grammar	25	2.5	LG420B	Legal Transcription II	25	1.0
EN100B	Business English IB - Grammar	25	2.5	LG420C	Legal Transcription III	25	1.0
EN200A	Business English IIA - Punctuation	25	2.5	PL240A	Legal Research I	25	2.5
EN200B	Business English IIB - Punctuation	25	2.5	PL240L	Legal Research I Lab	25	1.0
EN300A	Business Correspondence I	25	1.0	TY225A	Keyboarding Speed Development I	25	1.0
EN300B	Business Correspondence II	25	1.0	TY225B	Keyboarding Speed Development II	25	1.0
EN303A	Management Communications I	25	2.5		Total:	1250	89.0
EN303B	Management Communications II	25	2.5		Total Weeks/Quarters		
GB101	Career Transitions	25	2.5		Daytime:	50/5	
GB132B	Records Management	25	2.5		Evening:	75/5	
GB200A	Human Relations I	25	2.5				
GB200B	Human Relations II	25	2.5				

Keyboarding Speed Requirement: 50 NWPM