Legal Office Administration

Objective: This program is designed to prepare graduates to assume positions as legal administrators, law office managers, legal administrative support staff, 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 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.

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

Empire College
Business – Law – Technology – Medical

Legal Office Administration

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	LGN130A	Business Law I	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	LGN130B	Business Law II	24	2.0
BMN141	Math Review	24	1.0	LGN130C	Business Law III	24	2.0
CMN100	Computer Literacy	24	1.0	LGN130D	Business Law IV	24	2.0
CMN127A	Beginning Keyboarding	24	1.0	LGN231A	Introduction to Civil Litigation I	24	2.0
CMN127B	Introduction to Word I	24	1.0	LGN231B	Introduction to Civil Litigation II	24	2.0
CMN127C	Introduction to Word II	24	1.0	LGN231C	Civil Litigation Procedures	24	2.0
CMN144A	Beginning Word	24	1.0	LGN231D	Real Property	24	2.0
CMN144B	Intermediate Word	24	1.0	LGN231E	Family Law	24	2.0
CMN166A	Beginning Excel	24	1.0	LGN231F	Estate Planning and Probate	24	2.0
CMN185A	QuickBooks Pro I	24	1.0	LGN312	Law Office Simulation – Torts	24	1.0
CMN185B	QuickBooks Pro II	24	1.0	LGN320A	Calendaring for the Law Office I	24	1.0
CMN192A	Office: An Overview of Word and Excel	24	1.0	LGN320B	Calendaring for the Law Office II	24	1.0
CSN225A	Electronic Messaging with Virus Protection	24	1.0	LGN331A	Law Office Management I	24	2.0
ENN100A	Business English IA - Grammar	24	2.0	LGN331B	Law Office Management II	24	2.0
ENN100B	Business English IB - Grammar	24	2.0	LGN360A	Technology in the Law Office I	24	2.0
ENN200A	Business English IIA - Punctuation	24	2.0	LGN380A	Mediation/Conflict Management	24	2.0
ENN200B	Business English IIB - Punctuation	24	2.0	LGN420A	Legal Transcription I	24	1.0
ENN300A	Business Correspondence I	24	1.0	LGN421A	Legal Terminology	24	1.0
ENN300B	Business Correspondence II	24	1.0	PLN240A	Legal Research I	24	2.0
ENN303A	Management Communications I	24	2.0	PLN240L	Legal Research I Lab	24	1.0
ENN303B	Management Communications II	24	2.0	PLN240B	Legal Research II	24	2.0
GBN050	Information Literacy	24	2.0	TYN225A	Keyboarding Speed Development I	24	1.0
GBN101	Career Transitions	24	2.0		Total:	1200	78.0
GBN132B	Administration: Records Management	24	2.0		Total Weeks/Quarters:	60/5	
GBN200A	Human Relations I	24	2.0				
GBN200B	Human Relations II	24	2.0				

Keyboarding Speed Graduation Requirement:
50 NWPM