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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 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, working as a legal secretary.

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

**Empire College**  
**3035 Cleveland Avenue**  
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**Empire College**  
Business – Law – Technology – Medical

# Legal Secretary

## Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
ACN160A	Fundamentals of Accounting IA	24	2.0	LGN231A	Introduction to Civil Litigation I	24	2.0
ACN161A	Fundamentals of Accounting IA Lab	24	1.0	LGN231B	Introduction to Civil Litigation II	24	2.0
BMN141	Math Review	24	1.0	LGN231C	Civil Litigation Procedures	24	2.0
CMN100	Computer Literacy	24	1.0	LGN231D	Real Property	24	2.0
CMN127A	Beginning Keyboarding	24	1.0	LGN231E	Family Law	24	2.0
CMN127B	Introduction to Word I	24	1.0	LGN231F	Estate Planning and Probate	24	2.0
CMN127C	Introduction to Word II	24	1.0	LGN312	Law Office Simulation - Torts	24	1.0
CMN144A	Beginning Word	24	1.0	LGN320A	Calendaring for the Law Office I	24	1.0
CMN144B	Intermediate Word	24	1.0	LGN320B	Calendaring for the Law Office II	24	1.0
CMN166A	Beginning Excel	24	1.0	LGN420A	Legal Transcription I	24	1.0
CMN185A	QuickBooks Pro I	24	1.0	LGN421A	Legal Terminology	24	1.0
CMN192A	Office: An Overview of Word and Excel	24	1.0	TYN225A	Keyboarding Speed Development I	24	1.0
CSN225A	Electronic Messaging with Virus Protection	24	1.0		Total:	960	60.0
ENN100A	Business English IA - Grammar	24	2.0		Total Weeks/Quarters:	48/4	
ENN100B	Business English IB - Grammar	24	2.0				
ENN200A	Business English IIA - Punctuation	24	2.0				
ENN200B	Business English IIB - Punctuation	24	2.0				
ENN300A	Business Correspondence I	24	1.0				
ENN300B	Business Correspondence II	24	1.0				
GBN050	Information Literacy	24	2.0				
GBN101	Career Transitions	24	2.0				
GBN132B	Administration: Records Management	24	2.0				
GBN200A	Human Relations I	24	2.0				
GBN200B	Human Relations II	24	2.0				
LGN130A	Business Law I	24	2.0				
LGN130B	Business Law II	24	2.0				
LGN130C	Business Law III	24	2.0				
LGN130D	Business Law IV	24	2.0				

**Keyboarding Speed Graduation Requirement:**  
50 NWPM