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## Legal Office Assistant

**Objective:** This program is designed to prepare graduates to assume positions as 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.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 23-2099.00 - Legal Support Workers, All Other; and 43-6012.00 - Legal Secretaries

**CIP Code:** 22.0301 – Legal Administrative Assistant/Secretary

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

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and transcription.
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 office assistant.

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

**Empire College**  
**3035 Cleveland Avenue**  
**Santa Rosa, CA 95403**  
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**[www.empcol.edu](http://www.empcol.edu)**

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

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# Legal Office Assistant

## 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	Civil Litigation: Pleadings	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	LGN231B	Civil Litigation: Discovery	24	2.0
BMN142	Business Math	24	2.0	LGN231C	Civil Litigation: Law and Motion	24	2.0
CMN100	Computer Literacy	24	1.0	LGN231E	Family Law	24	2.0
CMN127A	Keyboarding	24	1.0	LGN231F	Estate Planning and Probate	24	2.0
CMN127B	Introduction to Word I	24	1.0	LGN320A	Calendaring for the Law Office I	24	1.0
CMN127C	Introduction to Word II	24	1.0	LGN320B	Calendaring for the Law Office II	24	1.0
CMN166A	Beginning Excel	24	1.0	LGN421A	Legal Terminology	24	1.0
CMN310K	Comprehensive Outlook	24	1.0	TYN225A	Keyboarding Speed Development I	24	1.0
ENN101A	Business English - Grammar	24	2.0		Total:	720	47.0
ENN101B	Business English - Punctuation	24	2.0		Total Weeks/Quarters:	36/3	
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				
GBN200A	Human Relations I	24	2.0				
GBN200B	Human Relations II	24	2.0				
LGN130A	Business Law I: Legal System	24	2.0				
LGN130B	Business Law II: Torts and Crimes	24	2.0				
LGN130C	Business Law III: Contract Law	24	2.0				
LGN130D	Business Law IV: Business Organizations, Agency/ Employment, and Property Law	24	2.0				

**Keyboarding Speed Graduation Requirement:**  
45 NWPM