

LEGAL OFFICE MANAGEMENT--BASIC

Certificate of Proficiency Career/Technical (Major Code: 02462)

Provides training for individuals who desire to work in managerial positions in a legal office environment or who desire to advance in their careers. Emphasizes leadership, communication, supervisory, managerial, and technical skills required in a legal office setting. Students who successfully complete the program will gain entry-level employment as law office manager/administrator, office supervisor, human resources officer, personnel officer in law office environment, legal services, local or State government agencies.

Program Student Learning Outcomes

- Student will evaluate documents required in the administration of a legal office and apply this information to provide an efficient and productive legal office environment.
- Student will train office staff and be open to the ideas and changes proposed by supervisors and staff and their integration into the legal office environment.
- Student will identify the cultural values and traditions of diverse ethnic groups working within local legal offices and develop a list of ways to positively work as a manager of this diverse group.
- Student will research office efficiency by identifying, analyzing, and assessing the topic of office efficiency from a variety of sources and apply to specific office situations.

Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment (<http://www.swccd.edu/gainfulemployment/>).

Code	Title	Units
Program Requirements		
BUS 200A	MICROSOFT WORD: BEGINNING	2.5
BUS 200B	MICROSOFT WORD: ADVANCED	2.5
BUS 206	FILING AND RECORDS MANAGEMENT	2.5
BUS 210	BUSINESS ENGLISH	3
LEGL 255	INTRODUCTION TO LAW AND LEGAL TERMINOLOGY	3
Total Units		13.5