

Legal Office Management

Departments of Business, Accounting, and Office Information Systems

Dean Mark Meadows, Ph.D., Office 215, 619-482-6460

Faculty Maria E. Martinez, M.B.A.; Marisa Soler-McElwain, LL.M.

Department Chair Marisa Soler-McElwain, LL.M.

General Description

The law office manager plans, directs, and coordinates operations in a legal office, including managing daily operations, overseeing personnel, and organizing procedures within the office to facilitate the efficient flow of work. The law office managers should possess a strong understanding of the legal system and its procedures especially as they relate to legal specialty areas in which the legal office or agency is involved.

Career Options

The following list is a sample of the career options available for individuals with legal managerial and supervisory skills. Most require a certificate or an associate degree, some require a bachelor's degree, and a few require a graduate-level degree: law office manager/administrator, office supervisor, human resources officer, personnel officer, small business owner/entrepreneur, and chief executive officer.

Degree/Certificate Options

Associate in Science: Career/Technical

	Major Code
Legal Office Management	02461

Certificates of Achievement

Legal Office Management—Intermediate	02463
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Certificates of Proficiency

Legal Office Management—Basic	02462
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Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

Legal Office Management

Career/Technical (Major Code: 02461)

Provides training for individuals who desire to work in supervisory and management positions in the legal office environment. Emphasizes leadership, supervision, management, and technical skills required in a legal office setting as well as an option to focus on legal English/Spanish language skills for bilingual managers.

Complete 5 to 6 units from the following:

5–6

BUS 181	Spanish Computer Skills for Interpretation and Translation (3)
BUS 229	Legal Terminology—Bilingual (English/Spanish) (3)
BUS/CIS 239	Project Management (3)
LDR 148	Business Presentation skills—Bilingual (English/Spanish) (2)
LDR 149	Business Presentation Skills (2)
LEGL 266	Mediation, Negotiation, and Conflict Management (2)

Plus the courses required for the Legal Office

Management—Intermediate certificate	42–43
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Total units

47–49

To earn an associate degree, additional general education and graduation requirements must be completed. See page 51.

CERTIFICATES

Legal Office Management—Basic

Certificate of Proficiency

Career/Technical (Major Code: 02462)

Provides training for individuals who desire to work in supervisory and management positions in the legal office environment. Emphasizes leadership, supervision, and management techniques as well as technical skills required in a legal office setting.

BUS 140	Business Law/The Legal Environment of Business	3
BUS 182	Keyboarding for Office Professionals	2
BUS 200A	Microsoft Word: Beginning	2.5
BUS 206	Filing and Records Management	2.5
BUS 210	Business English	3
CIS/LIB 151	Research Using the Internet	1
LEGL 223	Legal Office Procedures	2.5
Total units		16.5

Legal Office Management—Intermediate

Certificate of Achievement

Career/Technical (Major Code: 02463)

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 the legal office setting.

ACCT 7	Basic Business Bookkeeping (3)	3–4
OR		
ACCT 101	Principles of Accounting I (4)	2.5
BUS 200B	Microsoft Word: Advanced	
BUS 211	Communication in Business and Industry	3
OR		
BUS 212	Business Communication	3
BUS 183	Business Mathematics	
CIS 101	Introduction to Computers and Information Processing	4
LEGL 225	Law Office Management	3
LEGL 270	Computer Skills for Legal Office Professionals	2.5
LEGL 290–293		2
Legal Cooperative Work Experience I–IV (2–4)		
Plus the courses required for the Legal Office Management—Basic certificate		19
Total units		42–43

Legal Office Professional

Departments of Business, Accounting, and Office Information Systems

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Department Chair Marisa Soler-McElwain, LL.M.

General Description

The legal secretary assists attorneys with a wide variety of responsibilities including performing clerical duties; maintaining office files; working closely with attorneys to meet deadlines for court calendars; preparing summonses, complaints, motions, and subpoenas; and filing documents with the courts. In some law offices, legal secretaries review legal reference books, other legal publications or electronic media to identify court decisions pertinent to pending cases.

Southwestern College offers two excellent programs: Legal Office Professional and Legal Office Professional—Bilingual (English/Spanish). These programs provide students with strong legal secretarial skills and focus on developing excellent human relations skills with an awareness of the growing multicultural community in San Diego County. An added feature is that students have an option of working toward a certificate or degree emphasizing one or more legal specialties, including family law; civil litigation; criminal law; business law; international business law; immigration law; and wills, trusts, and probate. Students that possesses a legal specialty and/or knowledge of a frequently used foreign language will have the greatest opportunities for employment.

Career Options

Below is a sample of the career options available for the legal secretary or the legal secretary major. A few of these require a certificate of achievement and most require an associate in science degree: claims examiner, compensation and benefits manager, corporate legal secretary, court clerk, customs agent, forms and procedures specialist, freelance legal secretary, legal aide, legal technician, title examiner, and entry-level paralegal.

Degree/Certificate Options

Associate in Science: Career/Technical

Legal Office Professional	B2155
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Certificates of Achievement

Business Law Specialty	A2252
Civil Litigation Specialty	A2253
Criminal Law Specialty	A2254
Family Law Specialty	A2256
Immigration Law Specialty	A2257
International Business Law Specialty	A2258
Wills, Trusts, and Estates Specialty	A2259

Certificate of Proficiency

Legal Office Professional—Basic	C2355
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Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.



Some courses within this program may require additional coursework that must be completed prior to enrollment in those courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.