

PROGRAM APPROVAL APPLICATION
NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED
(This application may not exceed 3 pages)

Fill In Form

Legal Office Technician
 Proposed Program Title

Fall 2017
 Projected Program Start Date

Santa Ana College
 College

Rancho Santiago Community College District
 District

Contact Information

Bart Hoffman
 Voting Member

Dean, Career Education and Workforce Development
 Title

714-564-6800
 Phone Number

hoffman_bart@sac.edu
 Email

Goal(s) of Program (Check all that apply):

Career Technical Education (CTE) Transfer Other

Type of Program (Check all that apply):

Certificate of Achievement 12-17 (or 17-27 quarter) units Certificate of Achievement 18+ semester (or 27+ quarter) units
 Associate of Science Degree Associate of Arts Degree

Reason for Approval Request (Check One):

New Program Substantial Change Locally Approved

Program Information

0514.10 Recommended [Taxonomy of Program \(TOP\) Code](#)

20-23 Units for Major-Degree

_____ Total Units for Degree

20-23 Required Units-Certificate

Written Form

1. Insert the description of the program as it will appear in the catalog. (See PCAH pp. 142 and 170)

This certificate program is designed to prepare the student for employment in a law office. The program will prepare the student with technical office skills for employment in a law office to assist attorneys and paralegals. This program is not designed to prepare students for the practice of law nor is it designed to meet the requirements of Business and Professions code section 5450 (Paralegal Qualifications).

Upon successful completion of the program, students will:

- A. Understand the ethical and professional responsibilities of the legal profession by completing the Para 100 or Law 100 and Para 121.
- B. Students will understand the procedures of a law office by completing Para 101.
- C. Students will achieve an entry level proficiency in the technology utilized in a law office by completing Bus 150 or CS 100 or BA 179.
- D. Students will understand proper formatting, grammar and punctuation of business documents by completing Mgt. 122 or Bus 222.
- E. Students will understand basic Accounting procedures by completing Acct. 010.

2. Provide a brief rationale for the program.

Santa Ana College has one of the oldest American Bar Association Paralegal degree/certificate programs in Orange County. This certificate will prepare students in the program for entry level non-paralegal positions in a law office allowing them to gain experience as they complete the degree. Graduates of the Paralegal degree/certificate programs who also complete this certificate will have advanced office skills directly related to the duties of a paralegal.

The legal secretary profession is evolving into the paralegal and technical skilled worker. The legal secretary who took dictation, made appointments and handled calendars for attorneys is becoming less prevalent in the profession. Attorneys must become cost effective and efficient. The Paralegal program does not emphasize the office skill aspects of the job. This certificate will allow students to seek entry level technical (non-paralegal) positions as well as providing the graduates of the paralegal degree/certificate programs with advanced marketable skills.

3. Summarize the Labor Market Information (LMI) and employment outlook (including citation for the source of the data) for students exiting the program. (See PCAH pp. 85-88, 136, 147, 148, 165, 168, and 176)

According to the Labor Market Information of Estimated Employment and Projected Growth for the Legal Secretaries occupation title, the average number of yearly job openings for Los Angeles and Orange counties for Legal Secretaries is estimated to be 173. According to the Chancellor's Office Data Mart, over the past 3 years, there were 72 completions at the community colleges in Los Angeles and Orange counties for programs with a TOP code of 0514.10 Legal Secretaries. The highest year was in 2012-2013 with 28 completions. Therefore 173 minus 28 would still result in a Net Annual Labor Demand of 145 jobs.

<http://www.labormarketinfo.edd.ca.gov/>

4. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (There is space for 10 listings, if you need more, please contact laocrc@rscdd.edu)

College	Program	Who You Contacted	Outcome of Contact
Cerritos College	Business Communications Office Technology: Legal Secretary	Nick Real	Emailed
Coastline Cypress College	Legal Administrative Assistant	Nancy Jones Steve Donley	Emailed Emailed--Supportive
East Los Angeles College	Legal Secretary	Christopher Whiteside	Emailed
El Camino College	Legal Office Administration	Virginia Rapp	Emailed
Fullerton College	Legal Secretary	Doug Benoit	Emailed
Glendale Community College	Legal Secretary	Jan Swinton	Emailed

Irvine Valley College		Corine Doughty	Emailed
Los Angeles City College	Legal Office Assistant	Alex Davis	Emailed
Los Angeles Harbor College	Legal Office Assistant	Sandra Sanchez	Emailed
Los Angeles Pierce College	Legal Office Procedures; Legal Office Skills	Jose Luis Fernandez	Emailed
Long Beach City College	Legal Secretary	Mollie Smith	Emailed—supportive
Mt. San Antonio College		Jemma Blake-Judd	Emailed
Saddleback College		Tony Teng	Emailed
Santa Monica College	Office Assistant: Legal	Patricia Ramos	Emailed
West Los Angeles College	Legal Secretary	Mark Pracher	Emailed

5. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (There is space for 20 listings, if you need more, please contact laocrc@rscsd.edu). (See PCAH pp. 143 and 171)

Courses	Course Number	Course Title	Units
Required	LAW 100	Introduction to Legal Studies	3
	OR		
Required	PARA 100	The Paralegal Profession	3
Required	PARA 101	Law Office Management	2
Required	PARA 121	Ethics and Professional Responsibility	2
Required	LAW 299	Cooperative Work Experience Education-- Occupational	2-4
Required	LAW 110	Legal Terminology	2
Required	BUS 150	Introduction to Information Systems and Applications	3
	OR		
Required	CMPR 100	The Computer and Society	3
	OR		
Required	BA 179	Introduction to Microsoft Office	4
Required	MGMT 122	Business Communications	3
	OR		
Required	BUS 222	Business Writing	3
Required	ACCT 010	Accounting Procedures	3
Total			20-23

6. Include any other information you would like to share.

The program is cost efficient in that it guides students to take existing courses at Santa Ana College. The course work is either required for the Paralegal degree or recommended electives. The certificate will acknowledge the course work many of the paralegal degree/certificate students are completing today giving them a better chance at employment while being cost effective to the state.

The program will not impact any local programs as all of the course work is already offered and required or recommended in other SAC programs. We selected the box for associate degree with the intent to expand the program in the near future.

