

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

**Fill In Form**

Proposed Program Title: **Legal Careers Certificate**

Projected Program Start Date: **Fall 2017**

College: **Cypress College**

District: **North Orange County Community College District**

**Contact Information**

**Dr. Steve Donley**

Voting Member

**(714) 484-7233**

Phone Number

**Dean**

Title

**sdonley@cypresscollege.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**

**0514.00** Recommended [Taxonomy of Program \(TOP\) Code](#)

\_\_\_\_\_ Units for Major-Degree

\_\_\_\_\_ Total Units for Degree

**23.5 to 25** 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)

The Legal Careers Certificate is designed to prepare students who are interested in pursuing advanced degrees in paralegal or law to serve as an introduction to the legal field. Students will be encouraged to explore all areas of potential study in the field of law. To earn a certificate, students must complete the required courses listed below with a minimum grade of "C". At least 50 percent of the coursework must be completed at Cypress College.

2. Provide a brief rationale for the program.

The Legal Careers Certificate will provide the student with exposure to the many career opportunities and employment pathways available in the legal field. The legal field is growing steadily in the state of California with job opportunities throughout the state available to trained individuals. The legal field is very specialized

which requires a trained workforce knowledgeable in the field of law.

**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 current data from the Bureau of Labor Statistics, employment in legal occupations is projected to grow from 5 to 9% over the period 2014-2024, about as fast as the average. The median annual wage for all legal occupations was \$78,170 in May 2015, which was higher than the median annual wage for all occupations of \$36,200. Hourly median for those targeted by this certificate is \$21.68. The labor market statistics support the conclusion that individuals trained in legal careers are required for the workforce.

**California:**

Annual Job Openings by Occupation			
SOC Code	Occupation Title (Linked to "Occupation Profile")	2014 Employment	Annual Job Openings (1)
436011	Executive Secretaries and Administrative Assistants	93,400	1,160
436012	Legal Secretaries	29,300	310
232011	Paralegals and Legal Assistants	29,500	1,040
232093	Title Examiners, Abstractors, and Searchers	7,600	180
119199	Court and Governmental Licensing Clerks	8,900	120
232099	Legal Support Workers, All Other	6,700	200
<b>Total</b>		175,400	3,010

Annual Job Openings by Occupation			
SOC Code	Occupation Title (Linked to "Occupation Profile")	2014 Employment	Annual Job Openings (1)
436011	Executive Secretaries and Administrative Assistants	34,080	359
436012	Legal Secretaries	14,120	151
232011	Paralegals and Legal Assistants	11,550	375
232093	Title Examiners, Abstractors, and Searchers	2,880	88
119199	Court and Governmental Licensing Clerks	1,590	13
232099	Legal Support Workers, All Other	3,290	88
<b>Total</b>		67,510	1,074

**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](mailto:laocrc@rscdd.edu))**

College	Program	Who You Contacted – Voting Member	Outcome of Contact
Cerritos College	Legal Office Technology	Nick Real, <a href="mailto:yreal@cerritos.edu">yreal@cerritos.edu</a>	
East LA College	Legal Secretary	Alex Davis, <a href="mailto:davisaa@lacitycollege.edu">davisaa@lacitycollege.edu</a>	
El Camino College	Legal Office Technology	Virginia Rapp, <a href="mailto:davisaa@lacitycollege.edu">davisaa@lacitycollege.edu</a>	
Fullerton College	Legal Office Admin.	Doug Benoit, <a href="mailto:dbenoit@fullcoll.edu">dbenoit@fullcoll.edu</a>	
Glendale College	Legal Office Technology	Jan Swinton, <a href="mailto:jswinton@glendale.edu">jswinton@glendale.edu</a>	Supports
Golden West College	Legal Secretary	Nancy Jones, <a href="mailto:njones@coastline.edu">njones@coastline.edu</a>	Supports
LA City College	Legal Office Assistant	Alex Davis, <a href="mailto:davisaa@lacitycollege.edu">davisaa@lacitycollege.edu</a>	
LA Harbor College	Legal Office Assistant	Alex Davis, <a href="mailto:davisaa@lacitycollege.edu">davisaa@lacitycollege.edu</a>	
LA Pierce College	Legal Office Assistant	Alex Davis, <a href="mailto:davisaa@lacitycollege.edu">davisaa@lacitycollege.edu</a>	
Long Beach City College	Legal Secretary	Mollie Smith, <a href="mailto:msmith@lbcc.edu">msmith@lbcc.edu</a>	Supports
Rio Hondo College	Legal Office Technology	Mike Slavich, <a href="mailto:msslavich@riohondo.edu">msslavich@riohondo.edu</a>	
Saddleback College	Legal Office Technology	Tony Teng, <a href="mailto:ateng@saddleback.edu">ateng@saddleback.edu</a>	
Santa Ana College	Legal Office Technology	Bart Hoffman, <a href="mailto:hoffman_bart@sac.edu">hoffman_bart@sac.edu</a>	Supports
Santa Monica College	Office Assistant: Legal	Patricia Ramos, <a href="mailto:Ramos_Patricia@smc.edu">Ramos_Patricia@smc.edu</a>	
West LA College	Legal Secretary	Alex Davis, <a href="mailto:davisaa@lacitycollege.edu">davisaa@lacitycollege.edu</a>	

**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@rscdd.edu](mailto:laocrc@rscdd.edu)). (See PCAH pp. 143 and 171)**

Courses	Course Number	Course Title	Units
<b>Required Courses:</b>			
	CTRP 071 C	Legal Terminology and Rhetoric	3
	CTRP 072 C	Legal Procedures	4
	CTRP 076 C	Court and Deposition Procedures	1.5-3
	CTRP 080 C	Internship: Law Office	2
	MGT 055 C	Business English	3
	MGT 111 C	Business Communications	3
	MGT 143 C	Introduction to Legal Research	1
	MGT 240 C	Legal Environment of Business	3
	CIS 111 C	Computer Information Systems	3
		<b>TOTAL UNITS</b>	23.5-25

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

Cypress College is a leader in training students in a variety of fields where employment opportunities require skilled and trained individuals. The level of excellence required for students entering the legal field is successfully met through our course offerings.