

LAW OFFICE ADMINISTRATION ASSOCIATE IN SCIENCE DEGREE

PROGRAM CODE: 1S32966

Financial Aid Eligible

The **Law Office Administration Associate in Science Degree** prepares the student for a career in the legal arena. The curriculum is designed to develop a working knowledge of the legal field. To earn an Associate Degree students must complete (1) all major course requirements with a grade of C or better, (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) the cultural diversity and reading requirements; (4) any elective course to complete a minimum of 60 units; and (5) have a minimum GPA of 2.0. At least 50 percent of all major course work must be completed at Cypress College. This degree requires a total 26.5 units in the major, in addition to other degree requirements.

Code	Title	Units
Required courses are listed in suggested sequence: (26.5 units)		
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation for Court Report.	1
CTRP 071 C	Legal Terminology and Rhetoric	3
CTRP 072 C	Legal Procedures	4
BUS 055 C	Business English	3
BUS 143 C	Introduction to Legal Research	1
CTRP 067 C	Basic Vocabulary Development	2
CTRP 068 C	Advanced Vocabulary Development	1.5
CTRP 076 C	Court and Deposition Proc	3
CTRP 073DC	Proofreading	1
CTRP 073CC	Formatting, Style and Usage	1
CTRP 080 C	Internship - Law Office	2
or CTRP 033 C	Internship - Agency Services	
or CTRP 034 C	Internship - Court Services	
BUS 240 C	Legal Environment of Business	3
Total Units		26.5

Program Student Learning Outcomes:

OUTCOME 1: Acquire the necessary knowledge and skills to pursue a career in Legal Office Administration including specific aptitudes in Legal and Court Procedures, Legal Terminology and Rhetoric, Legal Research, and Legal Environment of Business. These skills and knowledge are essential for careers in law office administration and paralegal positions. These skills and preparation will allow an individual to branch out into the various areas of law and court system in California. These courses are necessary in order to work in the field of law office administration.

http://www.curricUNET.com/Cypress/reports/program_report.cfm?programs_id=1420