

LAW OFFICE MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

The Law Office Management Certificate of Achievement at Oxnard College prepares students for careers in office management in the legal field by equipping them with the interdisciplinary skills and knowledge necessary to manage a law office efficiently. This program focuses on legal technology, administrative tasks, financial management, and case management/calendaring, ensuring graduates are ready for immediate employment in various legal environments such as law firms, corporate legal departments, and government agencies.

The Law Office Management Certificate of Achievement program is *not* ABA approved and 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 6450 (Paralegal Qualifications).

Course ID	Title	Units/ Hours
Required Core Courses		
LAW R101	Paralegal Fundamentals	3
LAW R102	Introduction to Legal Technology	3
LAW R103	Communications and Case Management	3
ACCT R106	Computerized Accounting	3
BUS R111	Business Law	3
BUS R121	Introduction to Management	3
BUS R140	Business Communications	3
Total Units Required for the Certificate		21

To earn a Certificate of Achievement (COA), a student must complete all courses within the certificate with a grade of "C" or better (or "P").

Year 1		
Fall Semester		Units/Hours
LAW R101	Paralegal Fundamentals	3
LAW R103	Communications and Case Management	3
ACCT R106	Computerized Accounting	3
Units/Hours		9
Spring Semester		
LAW R102	Introduction to Legal Technology	3
BUS R121	Introduction to Management	3
BUS R140	Business Communications	3
Units/Hours		9
Summer Semester		
BUS R111	Business Law	3
Units/Hours		3
Total Units/Hours		21

- Evaluate human resource needs and develop strategies for hiring, training, and supervising staff to maintain a productive work environment.
- Develop comprehensive case management plans that ensure efficient workflow and adherence to legal and ethical standards.

- Utilize office management software and technologies to perform administrative tasks efficiently and effectively.
- Implement effective communication strategies within a legal environment to ensure smooth operations and client satisfaction.
- Assess the financial health of a law office through budgeting and financial reporting, and develop strategies for financial management.