

## LEGAL OFFICE TECHNOLOGY CERTIFICATE

Attorneys rely on their legal staff to assume responsibilities for many law office tasks. This program prepares students to work in law firms, legal departments of large commercial organizations and legal bureaus of state and national governments.

### Legal Office Technology Learning Outcomes

#### Legal Office Technology Graduates should be able to:

- Effectively communicate with legal professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of the legal field as well as the opportunities contained within
- Use specialized knowledge of technology in all real time legal applications

Legal Office Technology Certificate (30 credit hours):

	<b>Cr. Hrs.</b>
ACCT1050 Financial Accounting Principles I	3
CIS1150 Introduction to Business Computing	3
CIS1160 Advanced Business Computing I	3
CIS1170 Advanced Business Computing II	3
ENG1010 College Composition I	3
LAW1600 Business Law	3
LAW1660 Legal Terminology	3
LAW2700 Legal Procedures & Documents	3
LAW2830 Civil Litigation and Procedures	3
OT2710 Legal Transcription	3
<b>Total Credits</b>	<b>30</b>

**LEGAL OFFICE TECHNOLOGY MAJOR  
Leading to the  
Associate of Science Degree**

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		<b>Cr. Hrs.</b>
LAW1600	Business Law	3
LAW1660	Legal Terminology	3
LAW1800	Torts Law	3
LAW2700	Legal Procedures & Documents	3
LAW2830	Civil Litigation and Procedures	3
ACCT1050	Financial Accounting Principles I	3
ACCT2050	Income Taxation	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS1170	Advanced Business Computing II	3
CIS1180	Web Design/HTML	3
ECON2210	Macroeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
LAW2720	Legal Research and Writing I	3
PHIL2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Intro. to Psychology	
	OR	
SOC 2010	Intro. to Sociology	3
BIO1010	Man and the Environment	
	OR	
EAR1010	Introduction to Earth Science	4
<b>Total Credits for Legal Office Technology Degree</b>		<b>61</b>