

# LEGAL OFFICE TECHNOLOGY ITC

Students pursuing a Legal Office Technology Intermediate Technical Certificate will gain entry level skills to work in a law-related office. These courses will apply to all Legal Support programs.

Upon completion of this certificate, students will:

- Demonstrate employability skills and habits
- Perform routine clerical skills, which include telephone, filing, records management, mail handling, reprographic, and information processing activities
- Demonstrate interpersonal, teamwork, leadership, and decision-making skills
- Apply knowledge of legal terms used in various law-related activities
- Demonstrate basic understanding of local, state, and federal court systems

Completion of a Technical Skill Assessment is required.

## General Education Core

Code	Title	Credits
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS	3.00
<b>Total Credits</b>		<b>6.00</b>

## Program Requirements

Code	Title	Credits
CITPT-101	INTRODUCTION TO WEB DESIGN & DEVELOPMEN	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-202	FINANCIAL BUSINESS APPLICATIONS	3.00
GNBPT-233	OFFICE PROCEDURES	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-274	LEGAL PROCEDURES	3.00
MGTPT-270	BUSINESS ETHICS	3.00
Completion of a Technical Skills Assessment is required		
<b>Total Credits</b>		<b>24.00</b>