

LEGAL PRACTICE ASSISTANT ATC

Students pursuing the Legal Practice Assistant Advanced Technical Certificate option will receive training in legal office procedures and the preparation of legal documents. An internship experience in a law-related office is also an integral part of the curriculum.

Upon completion of the program, students will:

- Produce legal documents from draft, dictation, and forms
- Understand basic legal research skills and be able to work effectively in a standard law library
- Maintain office, court calendars, and understand basic office procedures
- Work effectively with a wide spectrum of legal professionals
- Maintain confidentiality
- Understand the importance of legal ethics
- Demonstrate knowledge and skill to run a variety of computer programs

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
Total Credits		6.00

Program Requirements

Code	Title	Credits
GNBPT-100	KEYBOARDING	1.00
GNBPT-101	BASIC ACCOUNTING	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-112	EXCEL	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-200	BUSINESS DOCUMENT PROCESSING	3.00
GNBPT-202	FINANCIAL BUSINESS APPLICATIONS	3.00
GNBPT-233	OFFICE PROCEDURES	3.00
MGTPT-270	BUSINESS ETHICS	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-224	INTRODUCTION TO LAW	3.00
LAWPT-230	LEGAL RESEARCH AND WRITING I	3.00
LAWPT-265	BUSINESS LAW I	3.00
LAWPT-274	LEGAL PROCEDURES	3.00
LAWPT-294A	INTERNSHIP IN LAW I	3.00
LAWPT-323	CIVIL LITIGATION	3.00

Completion of a Technical Skills Assessment is required

Total Credits		46.00
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