

LEGAL OFFICE TECHNOLOGY ITC

Provides students with entry level skills to work in a law-related office. These courses will apply to the Legal Administrative Assistant or Paralegal AAS programs.

Upon completion of the Legal Office Technology Technical Certificate, the student 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 Skills Assessment is required.

General Education Core

Code	Title	Credits
COMM-101	PRINCIPLES OF SPEECH	3.00
or COMM-202	INTERPERSONAL COMMUNICATION	
HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS	3.00
Total Credits		6.00

Program Requirements

Code	Title	Credits
CITPT-101	INTRODUCTION TO WEB DESIGN & DEVELOPMEN	3.00
CITPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-122	BUSINESS ENGLISH	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-223	LEGAL SUPPORT FUNDAMENTALS AND ETHICS	3.00
LAWPT-274	LEGAL PROCEDURES	3.00
OFFPT-233	OFFICE PROCEDURES	3.00
WRPPT-200	BUSINESS DOCUMENT PROCESSING	3.00
Completion of a Technical Skills Assessment is required		
Total Credits		24.00