

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement, Legal Support Specialist is designed to instruct students preparing to enter the legal field as secretarial support staff. The program covers the structure of law offices, administrative functions of legal support staff, the court system, specialty areas of law, the trial process and procedures for processing a lawsuit. There is a heavy emphasis placed upon the computer application knowledge required by the profession. The program of study qualifies its graduates to be employed in private law firms, corporate legal departments and government legal offices. Graduates are also prepared for clerical positions in educational institutions, government offices, hospitals and insurance companies. In addition, graduates may work as receptionists, clerk typists, or word processors or take charge of legal record keeping.

STUDENT LEARNING OUTCOMES – Graduates of this program will have the opportunity to:

- Demonstrate ability to perform business communication tasks.
- Gauge ability to maintain office records and calendars, and prioritize multiple tasks.
- Denote aptitude for understanding legal terminology, legal complexities, and supporting documents.
- Appraise knowledge of law office protocol as prescribed by ethical codes.
- Demonstrate a working knowledge of procedural law, the law library, and how to prepare legal documents.

GENERAL EDUCATION REQUIREMENTS (3 Credits):

	CR	SEMESTER
COMMUNICATIONS: COM 101, 102, 215, BUS 107, 108	3	_____

SPECIAL PROGRAM REQUIREMENTS (27 Credits):

	CR	SEMESTER
COT 106 Gregg Shorthand OR COT 108 Speedwriting Shorthand I OR COT 209B Tablet Computer, Voice and Handwriting II	3	_____
COT 127B Microsoft Office for Offices OR COT 201B Word Processing II	3	_____
COT 129B Records Management	3	_____
COT 200 Word Processing I	3	_____
ENG 100 Composition Enhanced OR ENG 101 Composition I OR ENG 113 Composition I for International Students	3-5	_____
IS 101 Introduction to Information Systems	3	_____
LAW 101 Fundamentals of Law I	3	_____
LAW 253 Law Office Management	3	_____

Plus 3 credits from the following:

CIT 106B Spreadsheets	1	_____
CIT 107B Database	1	_____
CIT 109B WordPerfect	1	_____
COT 103B Keyboarding Review and Speed	1	_____
COT 126B PowerPoint for Offices	1	_____
COT 208B Tablet Computer, Voice and Handwriting	1	_____

Computation included in LAW 253

Human Relations included in LAW 101

30
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.