

Technical Certificate

36 Credits

Semester 1

| | | |
|---------|------------------------------------|---|
| ESE 100 | Engineering Technology Orientation | 1 |
| ELT 141 | Applied Mathematics I | 4 |
| ELT 153 | Electronic Theory | 5 |
| ELT 155 | Electronics Lab | 5 |
| COM 101 | Fundamentals of Speech | 3 |

Semester 2

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|----------|-----------------------------------|---|
| ELT 142 | Applied Mathematics II | 4 |
| ELT 154 | Electronic Control Devices Theory | 5 |
| ELT 156 | Electronic Control Devices Lab | 5 |
| PHY 101 | Introduction to Physics | 3 |
| PHY 101L | Introduction to Physics Lab | 1 |



LEGAL TECHNOLOGIES

Program Options

Associate of Applied Science Degree
Technical Certificate

The Legal Assistant option provides education for students to enter the legal paraprofessional field. The option requires students to study the practical application of civil litigation, criminal law, family law, bankruptcy, business law, and legal research. An emphasis is placed on the ethical considerations of working in a law firm, as well as the duties and tasks expected to be performed on the job.

The Legal Assistant option curriculum has been developed to incorporate core competencies established by the American Association of Paralegal Educators. This includes 19 credit hours in general education in addition to substantive law and office skills classes provided.

Entrance Requirements:

- COMPASS scores at or above 68 in reading and writing skills
- Applicants must demonstrate a keyboarding speed of 25 wpm with 90% accuracy at entry level. Students may arrange for a keyboarding test through Student Services.
- An interview with program director/instructor
- Must be bondable (consult the program instructor for additional information.)

Intended Learning Outcomes

- Work independently and as a team member to complete legal projects within specific time frames by effectively demonstrating time management, organization and prioritization skills.
- Effectively read, analyze, and synthesize complex information in an organized and logical manner.
- Draft essential legal pleadings, motions, discovery, and related documents needed in the litigation process.
- Demonstrate knowledge in basic legal theories, doctrines, and principles that comprise the basis of law, with specific emphasis on civil litigation, estate planning, family, criminal, and business law.
- Demonstrate essential employability behaviors including attendance, attention to detail, confidence, collaboration, problem-solving, and meeting deadlines.
- Utilize legal-research skills to find and research statutes, case law, procedural rules and other primary source materials.
- Represent the legal profession in a professional and ethical manner.

Program Costs

The Legal Assistant should expect to spend approximately \$600 for books and supplies the first year and \$600 the second year. Legal Technologies students are strongly encouraged to participate in their respective student organizations. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

Industry Testing for Certification

Upon completion of the Legal Assistant program, graduates must demonstrate proficiency by participating in the industry certification exam process. Certification exams are administered under the direction of NALS the association for legal professionals. A certification fee of approximately \$50 is assessed for courses that are directly related to industry certification exams. This certification fee covers the costs of students sitting for each of the required exams. See program advisor for further details.

Legal Assistant

Associate of Applied Science Degree

73 Credits

Semester 1

| | | |
|---------|---------------------------------|---|
| BOT 151 | Leadership I | 1 |
| CIS 101 | Computer Information Systems | 3 |
| LGL 101 | Introduction to Legal Assisting | 3 |
| LGL 103 | Legal Terminology | 3 |
| LGL 104 | Legal Document Drafting | 3 |
| OFP 110 | Keyboarding | 3 |

Semester 2

| | | |
|---------|------------------------------------|---|
| OFP 142 | Business Spreadsheets | 3 |
| BOT 152 | Leadership II | 1 |
| LGL 102 | Law Office Procedures & Technology | 3 |
| LGL 110 | Civil Litigation I | 3 |
| OFP 118 | Word Processing | 3 |
| | General Education Course | 3 |

Summer Term

| | |
|---------------------------|-----|
| General Education Courses | 6-7 |
|---------------------------|-----|

Semester 3

| | | |
|---------|---------------------------|---|
| LGL 211 | Civil Litigation II | 3 |
| LGL 216 | Legal Assistant Practices | 2 |
| LGL 218 | Basic Legal Research | 3 |
| OFP 204 | Advanced Word Processing | 2 |
| | General Education Course | 6 |

Business, Office, and Technology



Semester 4

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|---------|------------------------------|---|
| LGL 207 | Procedures of Bankruptcy Law | 3 |
| LGL 208 | Family Law | 3 |
| LGL 210 | Internship | 3 |
| LGL 212 | Criminal Law | 3 |
| MGT 215 | Business Law | 3 |
| | General Education Course | 3 |

Required General Education Courses

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|---------|-------------------------------------|---|
| COM 101 | Fundamentals of Speech | 3 |
| ENG 101 | English Composition | 3 |
| POL 101 | Introduction to American Government | 3 |

Choose one of the following:

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|---------|-------------------------------|------|
| MAT 123 | Mathematics in Modern Society | 4 OR |
| MAT 143 | College Algebra | 4 |

Choose one of the following:

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| PSY 101 | Introduction to Psychology | 3 OR |
| SOC 101 | Introduction to Sociology | 3 |

Choose one of the following:

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| ENG 102 | Critical Reading and Writing | 3 OR |
| ENG 202 | Technical Communication | 3 |

This meets the AAFPE standards for the program of a minimum of 18 Gen Ed credits with the emphasis on English and Communications.

Legal Assistant

Technical Certificate 34 Credits

Semester 1

| | | |
|---------|---------------------------------|---|
| BOT 151 | Leadership I | 1 |
| CIS 101 | Computer Information Systems | 3 |
| LGL 101 | Introduction to Legal Assisting | 3 |
| LGL 103 | Legal Terminology | 3 |
| LGL 104 | Legal Document Drafting | 3 |
| OFP 110 | Keyboarding | 3 |

Semester 2

| | | |
|---------|-------------------------------------|---|
| ENG 101 | English Composition | 3 |
| MAT 105 | Business Mathematics | 3 |
| OFP 118 | Word Processing | 3 |
| LGL 102 | Law Office Procedure and Technology | 3 |
| LGL 110 | Civil Litigation I | 3 |
| OFP 142 | Business Spreadsheets | 3 |

OFFICE TECHNOLOGIES

Program Options

Associate of Applied Science Degree
Technical Certificate

The Office Technologies Program offers two options for the student interested in an office environment. Graduates of either option find excellent opportunities available to them in a wide range of career-related fields.

The Office Professional option is the two-year option resulting in an Associates of Applied Science (AAS) degree. This option prepares students to perform advanced text processing, spreadsheet and database operations as well as computer assisted graphics, desk top publishing and basic bookkeeping. Students who graduate with the AAS degree are well prepared to perform a wide variety of administrative support functions in large or small companies as a member of a team and individually.

The Office Specialist option is a one-year option resulting in a Technical Certificate. This option is designed for the student who is interested in gaining entry-level knowledge, skills and attitudes necessary for maintaining a well run office. Students who complete this option will be prepared to provide office support by applying information and computer technologies to sustain work processes, manipulate and manage information, and enhance the overall efficiency and effectiveness of the organization.

Both options offer a joint leadership course which concentrates on developing students into professionals.

Leadership students also have the opportunity to participate in Business Professionals of America, a student led club, and IAAP; a professional networking association, which provides excellent opportunities for personal and professional growth essential for the workplace.

Intended Learning Outcomes

- Manage an office effectively & efficiently.
- Communicate clearly and professionally in both written and oral formats.
- Recognize professional values and exhibit professional behaviors in the work environment.
- Use appropriate technology and technical skills to manage information and solve problems.
- Understand and consistently apply company policies and procedures