Certificate

Legal Office Assisting (261)

About Our Program

The Legal Office Assisting program is designed to provide entry-level legal assisting skills for individuals preparing for positions in private law firms, mortgage companies, banks, title insurance companies, firms in or associated with the mining industry, private corporations, government and administrative agencies. Specialized courses in legal assisting and word processing are complemented by general education courses.

Opportunities For Employment

At MECC you will have the opportunity to gain the knowledge and skills required to perform a variety of specialized duties with competence and understanding. The Legal Office Assisting program will help prepare you for a wide range of entry level positions.

Opportunities For Advancement

There is a need in Southwest Virginia and upper East Tennessee for highly motivated and skilled legal assisting professionals. The combination of specialized legal assisting knowledge and fundamental office technology skills help provide the flexibility and opportunity for career advancement in the legal field.

Special Considerations

Students are required to take English and mathematics placement tests.

Your chances of success in this field are increased if you have good organizational skills and like to work with people.

Classes are offered both on-campus and online. Most students will need more than two full semesters of study to complete the program.

Program Contacts

Ms. Vickie Ratliff, Dean
Faculty Contacts: Ms. Beth Snodgrass

		Lec Hrs.	Lab Hrs.	Crse Cr.
First Semester				
AST 141	Word Processing I	3	0	3
BUS 241	Business Law I	3	0	3
ENG 111	College Composition I	3	0	3
LGL 110	Introduction to Law & the Legal Assistant	3	0	3
LGL 120	Legal Terminology	3	0	3
SDV 101	Orientation to Business Programs	1	0	1
	Total			**16**
Second Semester				
AST 238	Word Processing Advanced Operations	3	0	3
AST 265	Legal Office Procedures I	3	0	3
LGL 115	Real Estate Law	3	0	3
LGL 117	Family Law	3	0	3
LGL 230	Legal Transactions	3	0	3
MTH 141	Business Mathematics I	3	0	3
	Total			**18**

34 credits required to graduate