

# Certificate Legal Office Assisting



**PURPOSE:** 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, bank, 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.

**PROGRAM REQUIREMENTS:** Students are required to take English and mathematics placement test. Your chance 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.

## First Year

Fall Semester			
AST	141	Word Processing I	3
BUS	241	Business Law I	3
ENG	111	College Composition I	3
LGL	110	Introduction to Law & the Legal Assistant	3
LGL	120	Legal Terminology	3
SDV	101	Orientation to Business Programs	1

Spring Semester			
AST	238	Word Processing Advanced Operations	3
AST	265	Legal Office Procedures I	3
LGL	115	Real Estate Law	3
LGL	117	Family Law	3
LGL	230	Legal Transactions	3
MTH	141	Business Mathematics I	3
<b>Total minimum for Certificate:</b>			<b>34</b>

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