

Legal Administrative Professional

Description

The Legal Administrative Professional program prepares students to provide client services; produce and coordinate legal communications, documents and information; and organize and maintain files. The coursework focuses on concepts, procedures and skills specific to the legal environment.

Individuals interested in this career are detail-oriented, have strong communication skills and enjoy working with others.

Graduates are employed in private law firms, the court system, government offices, financial trust departments or private industry. They work in a variety of law fields including bankruptcy, business and corporate, criminal, divorce and family, government, trademark and copyright, real estate, civil litigation, tax law, and estate planning.

Program Outcomes

- Establish individual code of professional ethics.
- Apply legal research, concepts and terminology skills to assigned tasks.
- Produce correspondence and documents.
- Transcribe dictation.
- Perform office and legal billing procedures.
- Apply organizational skills.
- Facilitate communication of legal matters.
- Manage storage and retrieval of legal documents.

Career Opportunities

- Legal Administrative Professional/Legal Assistant
- Government Secretary
- Legal Administrative Professional - Private Industry
- Legal Administrative Professional - Financial Trust Department
- Receptionist
- Program Assistant

*Associate of Applied Science Degree: 18-106-3
Campus: Beaver Dam, Fond du Lac and West Bend*

Statewide Yearly Salary Range for Recent Graduates

\$20,798 - \$32,757

Admission Process

- Submit the college admission application.
- Submit the \$30 one-time fee.
- Submit high school/other official college transcripts.
- Take the college placement assessment (ACCUPLACER, ACT or other).
- Meet with an admissions specialist to determine the best course sequencing and prerequisites (strongly encouraged).
- Check with Admissions if any additional steps are required.

Students with keyboarding experience take a keyboarding placement/advanced standing test prior to enrolling in Document Processing (106-120). After completing Document Processing, students enroll in Keyboarding, Speed and Accuracy Improvement (106-124).

Students with no keyboarding experience will enroll in the Keyboarding course (106-103) prior to enrolling in Document Processing.

For additional information, visit
www.morainepark.edu

Beaver Dam **Fond du Lac**
 700 Gould Street 235 North National Avenue
 Beaver Dam, WI 53916-1994 Fond du Lac, WI 54935-2884

920-924-3207

West Bend TTY 920-929-2109
 2151 North Main Street 1-800-472-4554
 West Bend, WI 53090-1598

Course Number	Course Title	Year	2009-2010					2010-2011			
			Cr.	S	F	W	P	S	F	W	P
Technical Studies Courses											
101-108	Accounting for Non-Accountants	3									
106-111	Business Communications	3									
106-112	Information Storage and Retrieval	2									
106-120	Document Processing	1									
106-123	Editing Applications	1									
106-124	Keyboarding, Speed and Accuracy Improvement	1									
106-134	Communication Technologies	3									
106-139	Business Proofreading Skills	2									
106-159	Advanced Microsoft Word	2									
106-163	Database and Spreadsheet Essentials	2									
106-164	Business Applications - Microsoft Office	3									
106-167	Legal Processes and Systems	3									
106-169	Law Office Applications	3									
106-175	Legal Documents Production 1	2									
106-176	Legal Documents Production 2	2									
106-178	Legal Office Professional	3									
196-189	Team Building and Problem Solving	3									
General Studies Courses											
801-195	Written Communication	3									
801-196	Oral and Interpersonal Communication	3									
804-106	Introduction to College Mathematics	3									
809-166	Introduction to Ethics: Theory and Application	3									
809-195	Economics	3									
809-196	Introduction to Sociology	3									
809-199	Psychology of Human Relations	3									
Students must choose an additional six credits of electives.		6									
Total		66									
A Legal Administrative Professional Exit Assessment is a graduation requirement for this program.											
<div style="display: flex; justify-content: space-around;"> Schedule a Course Academic Planner </div>											
Institutional Requirements											
890-125	Student Success - take 1st semester										
103-159	Computer Literacy/Advanced Standing - take 1st semester										
890-130	Career Development - take 3rd semester										

Semester Codes: S - Summer F - Fall W - Winter P - Spring

For information on how program credits transfer to a four-year college, please visit us at www.morainepark.edu/academics/transfer.

For course descriptions, please visit our Web site at www.morainepark.edu.