Legal Office Skills Certificate

Certificate: 97-106-4

Campus: Beaver Dam, Fond du Lac, West Bend and Online

Description

This certificate assists individuals who have general business/office skills in gaining specialized training for the legal office environment and assists individuals currently in the legal environment to enhance their skills or credential their legal work experience.

Coursework is drawn from the Legal Administrative Professional associate of applied science degree to provide an overview of the court system and office functions specific to the legal environment. In addition, students develop the skills to prepare documents for court filing in civil, criminal and small claims cases as well as, but not limited to, documents for real estate, family law and corporate law.

This certificate enables students to take associate of applied science degree courses without the time commitment of a full-time program—the credits can later be applied toward a degree if the student desires.

This certificate can be completed part-time during the days or evenings. A combination of instructor-led and Internet courses are available to meet the needs of the working adult.

Outcomes

- Establish code of professional ethics.
- Produce legal correspondence and documents.
- Perform office and legal billing procedures.
- Manage storage and retrieval of legal documents.
- Transcribe dictation.

Career Opportunities

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

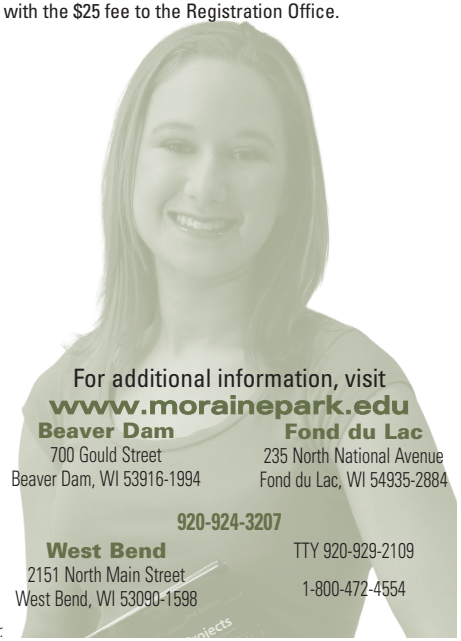
Graduates may work in areas such as bankruptcy law, business and corporate law, civil litigation, criminal law, divorce and family law, estate planning, probate, government law, patent, trademark and copyright law, real estate law, tax law, traffic law or workers' compensation.

Admission Process

- Submit the college admission application.
- Submit the $30 one-time fee.
- Meet with an admissions specialist to determine the best course sequencing and prerequisites (strongly encouraged).

The Final Steps

When you are in the last semester of coursework, complete the graduation candidacy form and submit it with the $25 fee to the Registration Office.



For additional information, visit
www.morainepark.edu

Beaver Dam
700 Gould Street
Beaver Dam, WI 53916-1994

Fond du Lac
235 North National Avenue
Fond du Lac, WI 54935-2884

920-924-3207

West Bend
2151 North Main Street
West Bend, WI 53090-1598

TTY 920-929-2109

1-800-472-4554

Moraine Park Technical College Is an Equal Opportunity/Access Employer and Educator.

Course Number	Course Title	Year Cr.	2009-2010 S	F	W	P	2010-2011 S	F	W	P
Core Courses										
103-159	Computer Literacy - Microsoft Office	1								
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								
	Total	14								

Schedule a Course

Academic Planner

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

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