Legal Office
17-106-1 Technical Certificate

Overview
The Legal Office certificate will prepare you for employment in a legal firm. Students will learn legal terminology, business law concepts, legal transcription, and general office duties including, but not limited to, proofreading and using office technology.

Student Profile
As a student in this certificate, you should be:

- Proficient in keyboarding
- Familiar with the computer and its functions
- Able to communicate effectively with correct grammar and spelling
- Able to work with others in a team environment
- Able to work independently

Preparation for Admission
The following experiences will help you prepare for this certificate:

- Keyboarding
- MS Word 2007
- MS Excel
- MS PowerPoint
- MS Access
- Introduction to Internet
- Records Management
- Transcription
- Introduction to Computers

Outcomes
Employers will expect you, after completing this certificate, to be able to:

- Communicate professionally using both oral and written mediums
- Use correct legal terminology and be proficient in spelling legal terms
- Have a basic understanding of the law and legal procedure
- Operate appropriate technology
- Select software and equipment appropriate to needs
- Transcribe legal correspondence
- Proofread and correct correspondence
- Demonstrate competency in general office duties

Career Outlook
After completing this certificate, you will increase your career opportunities as an office worker in a legal setting.

Curriculum

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<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>10150125</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>10106120</td>
<td>Legal Specialization ▲</td>
<td>3</td>
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<td>10106126</td>
<td>Office Communication Technology or 2</td>
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<td>10106139</td>
<td>Administrative Office Procedures ▲</td>
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<td>10106150</td>
<td>Law and Legal Terminology</td>
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CERTIFICATE REQUIREMENTS 14-15

▲ This course requires a prerequisite and/or corequisite, and must be completed with a grade of "C-" or better.

Offered at:
Ashland
New Richmond
Rice Lake
Superior

Course Descriptions

10105125
Business Law - Credits: 3
Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

10106120
Legal Specialization - Credits: 3
Students are presented with an introduction to careers in legal office work. Legal terminology, documents, forms, and procedures are taught through the use of realistic simulations. Additional projects include dictation and transcription in the legal office and composition of a report detailing work. PREREQUISITE: 10106112 Transcription.

10106126
Office Communication Technology - Credits: 2
Communicate in a clear, courteous, concise, and correct manner on personal and professional levels. This should include oral, written, and listening skills as well as communicating information electronically through various technology channels.

10106139
Administrative Office Procedures - Credits: 3
This course is designed to develop professional skills and attitudes needed in today’s global business environment. Topics include making ethical decisions, working independently and as a team member, managing time, telecommunications, mail processing, travel arrangements and conferences, public relations, and ergonomics will be included. Previous word processing and proofreading experience is recommended. PREREQUISITE: 10106110 Document Formatting.

10106146
Proofreading for the Office - Credits: 3
This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

10106150
Law and Legal Terminology - Credits: 3
This course will provide a study of legal terminology and Latin terms and phrases. You will learn to define and spell legal terminology used in depositions and courtroom settings, and you will learn to apply these terms to court reporting work. This lecture and project-based course includes group work and testing on the units of instruction.