

DEKALB TECHNICAL COLLEGE
Clarkston Campus and Covington Campus

**LEGAL ADMINISTRATIVE ASSISTANT
TECHNICAL CERTIFICATE OF CREDIT**

This certificate program is intended to prepare students for immediate employment as entry-level office assistants in law offices and government and corporate legal departments. Competencies learned correspond to specific job requirements. The program provides knowledge, skills, and attitudes necessary for success in legal offices as receptionists and as office assistants and prepares students in the areas of legal office etiquette, word processing, English grammar, and legal document preparation.

Course Number	Course	Class Hours	Lab Hours	Total Hours	Credit Hours	Prerequisite/Corequisite
BUS 102	Intermediate Document Processing	10	90	100	5	BUS 101
BUS 108	Word Processing	40	60	100	7	BUS 101
BUS 158	Legal Terminology	30	0	30	3	
BUS 217	Legal Office Procedures I	40	60	100	7	BUS 102, ENG 111 Pre/Coreq: BUS 158
ENG 111	Business English	50	0	50	5	* See course description
SCT 100	Introduction to Microcomputers	<u>10</u>	<u>40</u>	<u>50</u>	<u>3</u>	
	TOTAL	180	250	430	30	

*Program admission level English, reading, and/or math competency required.

CIP CODE: 22.030101

MAJOR CODE: LAA1

REQUIRED CREDIT HOURS: 30

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The curriculum is subject to change to meet changing conditions. As set forth in its catalog, DeKalb Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

COURSE DESCRIPTIONS

BUS 102 - INTERMEDIATE DOCUMENT PROCESSING

(5)

Prerequisite: BUS 101 with minimum grade of "C"
Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Students attain a minimum typing speed of 40 words per minute with a maximum of 5 errors on a 5 minute timed keyboarding test. Topics include: building speed and accuracy, formatting and producing business documents, language arts, and proofreading. Laboratory practice parallels class instruction.

BUS 108 - WORD PROCESSING

(7)

Prerequisites: BUS 101 with minimum grade of "C"
Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: equipment and supplies maintenance and usage, work area management, word processing software, and productivity.

BUS 158 - LEGAL TERMINOLOGY

(3)

Introduces the elements of legal terminology. Emphasis is placed on building familiarity with legal words that apply to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and general legal terms.

BUS 217 - LEGAL OFFICE PROCEDURES I

(7)

Prerequisites: BUS 102 and ENG 111 with minimum grade of "C"
Prerequisite/Corequisite: BUS 158
Introduces office procedures practiced by the legal secretary. Topics include: legal terminology, preparation of legal documents and correspondence, ethics, and legal office procedures. Specific topics covered include general office duties, the courts and court documents, litigation, criminal law, wills, probate, real estate, corporations, family law, and non-court documents.

ENG 111 - BUSINESS ENGLISH

(5)

Prerequisite: Approved admission level English and reading scores or completion of ENG 096 and RDG 096 with grade of "S"
Emphasizes a functional and comprehensive review of English usage and oral communication skills. Topics include: English grammar and composition fundamentals.

SCT 100 - INTRODUCTION TO MICROCOMPUTERS

(3)

Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, introduction to databases, and introduction to presentation graphics.

ESTIMATED PROGRAM COSTS

Tuition/Fees	\$1,088.00
Books	375.00
Supplies (Diskettes)	6.00
Total Cost*	\$1,469.00

* Based on two quarters

Tuition/fees and cost of books/supplies are estimates only and are subject to change without notice. Tuition is based on Georgia residency.
10/07