

# Administrative Technology CP

## Legal Support - Concentration

Career & Technical Division

### **Program Description:**

The Administrative Technology—Legal Support Certificate in Applied Science (CAS) provides students basic skills used for legal support.

Upon completion of the degree, the graduate will be able to:

- Exhibit knowledge of legal terminology
- Assist attorneys

Providing legal support requires knowledge of law and legal procedures. Tasks may include preparation of pleadings, other legal documents, organization and maintenance of files, and case management. Individuals providing legal support cannot provide legal services directly to the public except as permitted by law.

### **Career Outlook:**

Some employment growth for individuals with legal support skills stems from employers with staff hiring assistants to lower the cost and increase the availability and efficiency of legal services.

### **Employment Opportunities:**

- Law firms
- Legal departments

### **Salary Forecast:**

For the most current salary information, please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

### **Admission Requirements:**

Students seeking admission into the Administrative Technology—Legal Support CAS program must arrange an appointment with the Administrative Technology faculty prior to admission to the program.

### **Contact Information:**

Rick Brown  
Room 243  
Phone: 304-710-3408 or 1-866-N-ROLLED (1-866-676-5533)  
E-mail: [brownr@mctc.edu](mailto:brownr@mctc.edu)

*Our mission is to prepare students for careers, civic responsibility and life-long learning.*

**Administrative Technology—Legal Support CAS Major Code –CO40**

<b>Name:</b>				<b>ID Number 942-</b>			
<b>CAPS SCORES:</b>		<b>MATH:</b>	<b>ENGLISH:</b>	<b>READ:</b>	<b>DOE:</b>		
<b>COL 101 Faculty:</b>							
<b>Educational Counselor:</b>							
<b>Faculty Advisor:</b>							

**COURSE REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AT 136 or IT 101	Introduction to Word Processing (EDGE) or Fundamentals of Computers (EDGE)		3				
LAW 101	General Law I <sup>1</sup>		3				
LAW 103	Introduction to Paralegal Skills <sup>1</sup>		3				
	Communication Elective <sup>2</sup>		3				
	AT or LAW Elective <sup>3</sup>		3				
LAW 102	General Law II <sup>4</sup>		3				
LAW 213 or AT 265	Law Office Technology <sup>5</sup> or Administrative Office Procedures <sup>6</sup>		3				
LAW 235	Civil Litigation <sup>7</sup>		3				
	Mathematics Elective <sup>8</sup>		3				
	AT or LAW Elective <sup>3</sup>		3				

**DEVELOPMENTAL COURSES REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS REQUIRED FOR GRADUATION: 30
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**Earn A Degree Graduate Early (EDGE):** This program provides students the opportunity to receive credit for their high school EDGE courses.

<sup>1</sup> LAW 101 and LAW 103 have a prerequisite of REA 098, or placement in 100-level reading.

<sup>2</sup> Choose from any 100-level or above COM course.

<sup>3</sup> Choose from any AT or LAW 100-level or above course.

<sup>4</sup> LAW 102 has a prerequisite of LAW 101.

<sup>5</sup> LAW 213 has a prerequisite of AT 136 or IT 101.

<sup>6</sup> AT 265 has a prerequisite of AT 136.

<sup>7</sup> LAW 235 has a prerequisite of LAW 102.

<sup>8</sup> Choose from any 100-level or above mathematics courses.

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