

Business and Information Technology

Administrative Assistant Technology

Legal Office Skill Set

<u>Certificate Requirements:</u>		<u>Credit Hours</u>
AAT 242	Legal Terminology and Transcription	3
LAS 101	General Law I	3
LAS 102	General Law II	3
LAS 213	Computer Applications to the Law Office	3
TOTAL HOURS REQUIRED		<u>12</u>

The Legal Office Skill Set is of value to office workers who need legal office skills for cross-training and/or to increase employment opportunities.

Earn a Degree, Graduate Early (EDGE)

This skill set provides MCTC students the opportunity to receive credit for their high school EDGE courses as indicated (EDGE).

Upon completion of the courses, students should notify Billie Brooks, Associate Dean of Student Services, 304-696-3004. Individuals who complete the Skill Set courses will receive a Certificate of Successful Completion.

For more information contact:

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