

Legal Support Certificate

Career & Technical Division

Program Description:

The 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/.

Contact Information:

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

Erin Rich
Room 223
Phone: 304-710-3411 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: riche@mctc.edu

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.

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

