

Legal Support Certificate

Academic Year 2022-2023
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:

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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.

www.mctc.edu

Mountwest Community & Technical College

03/07/22

Academic Year 2022-2023

Administrative Technology—Legal Support CAS Major Code –CO40

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 101	Fundamentals of Computers (EDGE)		3				
LAW 101	General Law I ¹		3				
LAW 103	Introduction to Paralegal Skills ¹		3				
	Communication Elective ¹		3				
	AT or LAW Elective ²		3				
			15				
LAW 102	General Law II ³		3				
LAW 213	Law Office Technology		3				
LAW 235	Civil Litigation ⁴		3				
MAT 120	Applied Professional Math ⁵		3				
	AT or LAW Elective ³		3				
			15				

HOURS REQUIRED FOR GRADUATION: 30

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

¹ Choose from any 100-level or above COM course.

² Choose from any AT or LAW 100-level or above course.

³ LAW 102 has a prerequisite of LAW 101.

⁴ LAW 235 has a prerequisite of LAW 102.

⁵ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

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