

**PROGRAM OVERVIEW**

This is an all-inclusive course of study geared to students pursuing a degree for the first time. Courses are taught by seasoned attorneys, legal professionals and computer specialists who share their practical experiences with the students. Areas of study range from civil litigation and criminal law to legal drafting and transcription as well as computer courses such as MS Word, MS Excel, MS Access, MS Outlook and MS PowerPoint. Also included in this degree are general studies courses such as Principles of Economics and Intro to Philosophy. *Students earn an Associate in Specialized Business Degree.*

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hrs</b>	<b>Clock Hrs</b>
101	Civil Litigation	3	45
102	Business Entities	3	45
103	Wills and Estates	3	45
104	Legal Research	3	45
105	Criminal Law	3	45
106	Domestic Relations	3	45
107	Real Property	3	45
108	Creditors & Debtors Rights	1	15
109A	Legal Drafting I	2	60
109B	Legal Drafting II	2	60
111C	Computerized Legal Research	1	30
112	Law Office Management	2	30
113	Legal Terminology	2	30
114	Legal Transcription	1	30
110	Legal Research in Practice	1	15
141A	Premeditated Job Search	1	15
161	Intro to the Office Environment	3	45
162	Keyboarding Workshop	1	30
163	Windows and Utilities	3	45
164	Word Processing	3	75
165	Spreadsheets	3	60
166	Principles of Bookkeeping	3	45

Continued

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hrs</b>	<b>Clock Hrs</b>
167	Computerized Bookkeeping	3	60
168	Operating Systems–Personal Management	1	15
169	Database Management	3	60
170	Graphics & Presentations	3	60
171	Comprehensive Computer Project	3	90
141B	Premeditated Job Search II	1	15
142	Beginning Spanish	2	30
143	Principles of Economics	3	45
144	Political Science	3	45
145	Principles of Management	3	45
146	Intro to Philosophy	3	45
147	Intro to Sociology	3	45
148	Intro to Psychology	3	45
<b>TOTAL</b>		<b>84</b>	<b>1500</b>

## **JOB SKILLS**

Legal research (including Westlaw); investigation; document drafting; handling lawsuits from pleadings through document discovery; formation of business entities; estate filing; deeds, mortgages, leases and contracts; debt collection procedures; file and records management; docket control systems; timekeeping and billing.

## **JOB OPPORTUNITIES**

- PARALEGAL
- EXECUTIVE SECRETARY
- RELATED OPPORTUNITIES IN LAW FIRMS AND OTHER OFFICE SETTINGS
- ADMINISTRATOR
- COLLECTIONS
- INSURANCE
- MID-LEVEL MANAGER
- TAX PROFESSIONAL
- BOOKKEEPER
- REAL ESTATE
- COURT ADMINISTRATOR

**We open doors to opportunity.**