

Legal Office

Skill Set

15 Credit Hours

Purpose

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.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
BU 207	Business Law	3
OA 103	Basic Document Processing I	3
¹ OA 104	Document Processing II	3
OA 133	Legal Terminology and Transcription	3
OA 143	Legal Office Procedures	3

¹OA 103 or previous keyboarding experience is required.

Division Head: 304.236.7620

Administrative Secretary: 304.896.7385