

## 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 full Legal Office Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

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

<sup>1</sup>OA 103 or previous keyboarding experience is required.

**Dean: 304.896.7365**

**Administrative Secretary: 304.896.7385**