Legal Office Professional

Organization   **Washburn Institute of Technology**

Program Number   **22.0301**

Instructional Level   **Certificate**

Target Population
Grades 11 & 12
Post-secondary

Description
This program prepares students for entrance into a support staff position in the field of law. Instruction includes legal office projects, legal terminology and transcription, legal research, professional standards and ethics, and extensive training in computer software. Written and oral communication skills, including grammar, are emphasized as well as workplace skills. Attorneys and judges demand accuracy and excellence; therefore, students must have excellent attendance, work diligently on assignments, learn and perform problem-solving skills, and meet deadlines.

Entry Requirements
WorkKeys®   Applied Math   Level 5
WorkKeys®   Reading for Information   Level 4
Key at 25 net words per minute (NWPM)

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Student Learning Outcomes
A.   Communicate effectively.
B.   Integrate technology.
C.   Learn effectively - use academics effectively.
D.   Demonstrate cooperative/teamwork skills.
E.   Apply safety.
F.   Think critically and creatively.
G.   Demonstrate responsible work ethics.

Program Outcomes

A.   Demonstrate appropriate keyboarding techniques while increasing accuracy and speed.
B.   Communicate effectively in both oral and written forms.
C.   Demonstrate advance word processing functions.
D.   Demonstrate advance spreadsheet management functions.
E.   Demonstrate intermediate database management functions.
F.   Apply knowledge of law as related to business.
G.   Demonstrate basic double-entry accounting by hand and through the use of computer software.
H.   Develop a professional portfolio and demonstrate human relation management skills.
I.   Demonstrate and apply word processing concepts to business documents.
J.   Produce accurate legal pleadings, correspondence and legal memorandum.
L.   Demonstrate skill in transcribing legal correspondence and pleadings from spoken word.
M.   Define and correctly spell terminology specific to the legal field.
N.   Use accumulated knowledge during on the job training or internship opportunities.

Course #	Course Title	Credit Hours	Required
BAT113	Intro to Accounting & Accounting Software	4	113 or 117
BAT 117	Intro to Accounting & Accounting Software	4	113 or 117
BAT122	Business Communications	4	Yes
BAT126	Intro to Accounting Software	2	Yes
BAT130	Word Processing	4	Yes
BAT140	Document Processing	4	Yes
BAT172	Spreadsheet Management	4	Yes
BAT180	Human Relations	4	Yes
BAT200	Business Law	4	Yes
BAT205	Business Research & Writing	4	Yes
BAT215	Database Management	4	Yes
LOP240	Legal Terminology	5	Yes
LOP250	Legal Office Projects	3	Yes
LOP260	Legal Transcription	4	Yes
BAT270	LOP-MOS-OT OJT	3	No

Program Course Descriptions

BAT113 or 117 Intro to Accounting and Accounting Sofware (4 credits)

This course develops a foundation for accounting skills and assists students attain an understanding of accounting concepts and the importance of accounting for funds in a business. Students get an introduction to the accounting equation, journal entries, t-accounts, Trial Balances, Financial Statements, adjusting entries, closing entries, and financial statement

analysis. Students also use a comprehensive, hands-on training manual for QuickBooks Desktop to learn computer accounting practices through sample companies.

BAT122 Business Communications (4 credits)

This course includes the identification and use of the parts of speech, punctuation, capitalization, and numbers correctly in writing effective sentences and paragraphs. Basic spelling rules will be covered and implemented.

BAT130 Word Processing (4 credits)

Students will use Microsoft Office Word software to create and edit basic to advanced documents, including tables and charts. This is an instructor guided lab course.

BAT140 Document Processing (4 credits)

This course continues the development of basic typing skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, and rough-draft sources.

BAT172 Spreadsheet Management (4 credits)

This course is designed to familiarize the student with various basic and advanced spreadsheet functions. These include creating and maintaining spreadsheets, displaying information, adding and changing formulas, applying formatting, creating charts and tables, inserting graphics, and customizing the appearance and functions of spreadsheets.

BAT180 Human Relations (4 credits)

This course is designed for students to learn skills to compete in an increasingly competitive work environment. Skills stressed will be the production of documents and resources needed to obtain employment. Issues addressed will include appropriate communication, conflict resolution, teamwork, accountability, and business ethic

BAT200 Business Law (4 credits)

This course provides a basic knowledge of the law and regulations to anyone contemplating a successful career in business. Students will attain knowledge of the nature, concepts and function of the law and the changes technology has brought within the legal system and business law.

BAT205 Business Research & Writing (4 credits)

A successful and productive member of any office team will write business correspondence, electronic mail and business documents using the correct grammar, style and content. This course is designed to ensure students will have the knowledge to produce effective business communications in written form.

BAT215 Database Management (4 credits)

This course covers basic database management skills including creating, maintaining, and editing records, files, and tables and creating queries, forms, and reports. In addition, skills such as modifying database objects, creating advanced types of tables, calculating fields, and importing and exporting data from other software are covered.

LOP260 Legal Transcription (4 credits)

Legal Transcription teaches students to transcribe from sound common legal pleadings, correspondence, and recorded sessions to reinforce the correct pronunciation of legal terminology. Transcribed dictation is evaluated with written copy to increase rate typing speed in transcription and produce error free documents from sound.

LOP240 Legal Terminology (5 credits)

Students will attain knowledge and understanding of terms commonly used in the legal profession. Students will learn to define the terms, correctly pronounce them, and use them in legal context. Keyboard practice is used to solidify definitions and correct spelling of legal terms and terminology will be used in correspondence and legal pleadings.

LOP250 Legal Office Projects (3 credits)

The law office environment is somewhat different from the traditional business world. Legal Office Procedures is designed to present an overview of the structure and functions of the law office and provide the student with an opportunity to learn about different specialty areas of the law and to prepare real life documents and pleadings required in this profession.

BAT270 LOP-MOS-OT OJT (3 credits) (OPTIONAL)

OJT (On-the-Job Training) is an elective course for a student to work at a job site to apply skills and knowledge acquired in the program. A student is eligible for OJT only upon completion of all the program competencies, 90% attendance throughout the program, all expenses paid to the school, completion of the institution exit assessment, and agreement completed with an employer. If a student does not comply with the attendance and job performance expectations of the employer, the student will be required to return to the program. This is a pass/fail course.

ADA Notification Statement and Disability Services:

The Testing/ADA Coordinator office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin by contacting the Testing/ADA Coordinator's office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services. Testing/ADA Coordinator coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Testing/ADA Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu