# EDMONDS COMMUNITY COLLEGE

20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

# Business Information Technology
## Legal Office Specialist
## Associate of Technical Arts Degree
## Program Requirements
## 2011-2012

**Student Name** _____

**Student ID** _____

**Program Description**  The Legal Office Specialist ATA Degree program of legal and technology courses is for the person seeking employment in a law office or related organization. The training will emphasize proficiency of computer applications and formats applicable to the legal office, familiarity with legal office theory and procedure. Job titles may include legal secretary, court clerk, and administrative assistant.

**Degree Outcomes**  Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at http://catalog.edcc.edu.

**Common Course Numbering Changes**  Please refer to www.edcc.edu/ccn for more information.

**Credit/Grade Requirements** This ATA degree requires successful completion of a minimum of **90** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

**General Education/Related Instruction Requirements**  Students who complete degrees or certificates of 45 credits or more are required to demonstrate learning in the following general education/related instruction areas: communications, computation/quantitative skills, and human relations/group interaction.

**Cultural Diversity** Edmonds Community College requires that students earning a degree or certificate of 45 credits or more meet the Cultural Diversity Requirement. Courses that satisfy this requirement are marked as ":CD" on the requirement sheet and/or "Meets Cultural Diversity Requirement" in the quarterly class schedule.

**Graduation Application**  A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

**Students are advised to**

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

**Advisers**  The advisers for this program are

| Gisela Dicklin | gdicklin@edcc.edu | 425-640-1504 |
| Kim Haines | kim.haines@edcc.edu | 425-640-1293 |
| Jackie Kulbel | jkulbel@edcc.edu | 425-640-1051 |
| Teri Odegard | todegard@edcc.edu | 425-640-1634 |
| Kathie Richer | kricher@edcc.edu | 425-640-1242 |

**College Resources**

| Department Website | http://bstec.edcc.edu |
| Home Page | http://www.edcc.edu |
| How to Enroll | http://getstarted.edcc.edu |
| Transfer Center | http://transfer.edcc.edu |
| Advising appointments | 425-640-1458 |
| College Bookstore | http://bookstore.edcc.edu |

**Student Name** _____

**Student ID** _____

|  | | **Course** | **Qtr** | **Credit** | **Grade** |
|---|---|---|---|---|---|

**I.  General Education/Related Instruction Requirements** (24 Credits)

**Communication Skills** – 15 credits

| BSTEC | 107 | Business English | _____ | 5 | _____ |
|---|---|---|---|---|---|
| BSTEC | 110 | Business Communications:CD | _____ | 5 | _____ |
| BSTEC | 245 | Advanced Business Communications | _____ | 5 | _____ |
| ENGL& | 101 | English Composition I | _____ | 5 | _____ |

**Computation/Quantitative Skills** – 4 credits

| BSTEC | 120 | Ten-Key Applications | _____ | 4 | _____ |
|---|---|---|---|---|---|
| BUS | 130 | Business Math | _____ | 5 | _____ |
| MATH& | 107 | Mathematics in Society  * | _____ | 5 | _____ |

**Human Relations/Group Interaction** – 5 credits

| BSTEC | 260 | Leadership and Management Skills:CD | _____ | 5 | _____ |
|---|---|---|---|---|---|

**II.  Core Requirements** (66 credits minimum)

**Critical Thinking Skills** – 15 credits

| ACCT | 101 | Accounting Fundamentals | _____ | 5 | _____ |
|---|---|---|---|---|---|
| BSTEC | 130 | Computer Fundamentals   **OR** | _____ | ___ | _____ |
| CIS | 100 | Introduction to Business Computing | _____ | 5 | _____ |
| LEGAL | 210 | Legal Research | _____ | 5 | _____ |

**Career Management** ** – 7 credits

| BSTEC | 294 | Career Management   **AND EITHER:** | _____ | 3 | _____ |
|---|---|---|---|---|---|
| BUS | 290 | Professional Development Seminar  **AND** | _____ | 1 | _____ |
| BUS | 291 | Business Internship | _____ | 3-12 | _____ |
| | | **OR** | | | |
| LEGAL | 291 | Legal Internship   **AND** | _____ | 3-5 | _____ |
| LEGAL | 297 | Job Placement Seminar | _____ | 1 | _____ |

**Technology Skills** – 27 credits minimum

| BSTEC | 109 | Word Processing (Word) | _____ | 5 | _____ |
|---|---|---|---|---|---|
| BSTEC | 213 | Advanced Word Projects | _____ | 4 | _____ |
| BSTEC | 222 | Database (Access) | _____ | 5 | _____ |
| BSTEC | 224 | Spreadsheet (Excel) | _____ | 5 | _____ |
| BSTEC | 225 | Advanced Excel Projects | _____ | 5 | _____ |
| BSTEC | 243 | Advanced MS Office Projects | _____ | 4 | _____ |
| LEGAL | 228 | Law Office Technology | _____ | 5 | _____ |

**Specialized Professional Skills** - 17 credits minimum

*Consult your adviser. Paralegal courses strongly recommended. LEGAL 200 required before taking most legal courses*

| BSTEC | 161 | Legal Terminology*** | _____ | 3 | _____ |
|---|---|---|---|---|---|
| LEGAL | 200 | Introduction to Law/Legal Process:CD   **OR** | _____ | ___ | _____ |
| POLS& | 200 | Introduction to Law | _____ | 5 | _____ |
| LEGAL | 205 | Civil Procedure | _____ | 5 | _____ |
| LEGAL | 229 | Law Office Procedures*** | _____ | 5 | _____ |
| LEGAL | 240 | Contracts | _____ | 5 | _____ |

**Explanatory Notes**
* MATH& 107 or higher
** These courses should be taken within the last two quarters of your program
*** This is a required course

_____  _____    _____  _____
Adviser's Signature                                          Date        Dean's Signature                                          Date

**PGM Code – 577T**
**Effective summer 2011**                                                                                          **Rev: 02/11**
This requirement sheet is not a substitute for meeting with an academic adviser.  Meeting the requirements to graduate with an Edmonds
Community College certificate or degree is ultimately the responsibility of the student.