

# Legal Secretary/Assistant

## Legal Office Skills

### Qualified Federal Financial Aid Program

Course	Title	Credits
BTE 100	Computer Keyboarding	1
BTE 111	Keyboarding Speedbuilding I	2
BTE 117	Legal Terminology and Procedures	3
BTE 166	Business Editing Skills	3
BTE 229	Legal Transcription	3
BTE 230	Legal Transcription Hands-On Lab	1
BTE 238	Legal Office Procedures	3
BTE 255	Word Processing Techniques II	3
BUS 287	Cooperative Education	2
CIS 118	Intro to PC Applications	3
CIS 135	Complete PC Word Processing:Word	3
CIS 140	Microsoft Outlook	1
CIS 185	Outlook Lab	1
CIS 185	Word Lab	1
COM 101	Employment Strategies	1
ENG 113	Business English	3
<b>Total Program Credits</b>		<b>34</b>

**Estimated Program Cost** **\$3,134.00**

Additional material and book fees may apply. Please see advisor for exact costs.

**Estimated Completion Time** **10 months**

## Legal Secretary/Assistant

Fast track program for individuals who are currently working or have worked in a general office position and want to enter the legal field.

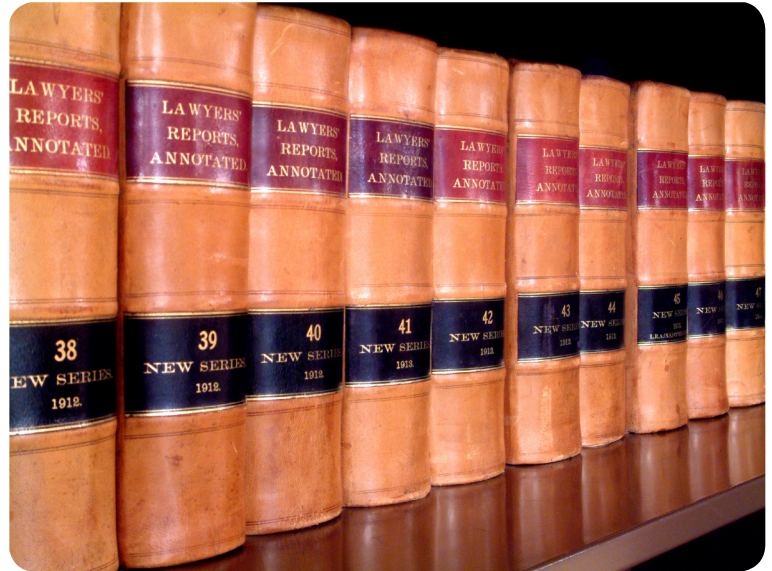
Prerequisite: Minimum of 45 wpm on a five minute timing

BTE 117	Legal Terminology and Procedures	3
BTE 166	Business Editing Skills	3
BTE 229	Legal Transcription	3
BTE 230	Legal Transcription Hands-On Lab	1
BTE 238	Legal Office Procedures	3
BTE 255	Word Processing Techniques II	3
CIS 135	Complete PC Word Processing:Word	3
CIS 185	Word Lab	1
ENG 113	Business English	3
<b>Total Program Credits</b>		<b>23</b>

**Estimated Program Cost** **\$2,103.00**

Additional material and book fees may apply. Please see advisor for exact costs.

**Estimated Completion Time** **7 months**



- Work in a multi-task environment
- Earn salaries of \$22,000 - \$50,000 per year depending on experience
- Know the law
- Prepare legal documents
- Flexible class schedules
- Understand legal terminology and procedures



• Opportunities For All Who Wish To Learn •

## Register Today!

By Telephone  
In Person

720-423-4702

2nd Floor Registration Desk  
1250 Welton St., Denver

Online

EmilyGriffith.edu

# Legal Secretary/Assistant Job Information

## **PROGRAM DESCRIPTION**

### **LEGAL OFFICE SKILLS**

This program prepares students to enter a legal office environment. Emphasis is on legal office procedures, legal terminology, professionalism, transcribing, and formatting legal documents. Students should have the skills and knowledge to work in law firms, real estate offices, bank trust departments, and government agencies.

### **LEGAL SECRETARY/ASSISTANT**

This is a fast track program for individuals who are currently working in a general office position and want to enter the legal field. Students entering this program must show they are proficient in the following:

45 to 50 wpm on a five-minute timing with no more than five errors and CIS 118 Intro to PC Applications.

### **RELATED JOB TITLES**

Administrative assistant  
Legal assistant

### **ESTIMATED SALARIES**

(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

<b><u>Job Titles</u></b>	<b><u>Hourly Pay</u></b>	<b><u>Annual Salary</u></b>
<i>Legal Administrative Assistant</i>		
Entry Level	\$14.92	\$31,030
Experienced	\$25.07	\$52,140

## **POTENTIAL EMPLOYERS**

Bank trust departments  
Community legal services program  
Courts  
Government agencies  
Insurance agencies  
Investment firms  
Large corporations  
Law firms  
Real estate and title agencies

## **ADVISING**

Contact advisor Chris Millius at [Chris\\_Millius@dpsk12.org](mailto:Chris_Millius@dpsk12.org) or call 720-423-4712 for an appointment.

## **FINANCIAL AID**

Available through the Financial Aid Office.  
Call 720-423-4744 for information regarding the types of aid available for this course/program.

## **Americans with Disabilities Act and EGTC Compliance**

The Americans with Disabilities Act prohibits discrimination based on disability in admission to, access to and the operation of programs, services or activities at EGTC. The college is committed to providing an environment where students have the opportunity to attain their educational goals. EGTC provides both physical and programmatic access for all students. Reasonable accommodations will be made in instructional delivery and evaluation methods to ensure full educational opportunities for students. Appropriate documentation of a student's disability is required.

Questions, complaints and requests for additional information may be directed to Eileen Ashford, Special Needs Advisor, 720-423-4742 or email at [Eileen\\_Ashford@dpsk12.org](mailto:Eileen_Ashford@dpsk12.org). To learn more about how to request an accommodation and our special services, please refer to our 2011-2012 catalog, Advising and Counseling on page 8 or go to our website, [www.emilygriffith.edu](http://www.emilygriffith.edu).