



Legal Office Skills Certificate - Academic Planner

Certificate: 97-106-4

Campus: Beaver Dam; Fond du Lac; West Bend; Online

Curriculum for 2013-2014

10/3/2012

✓	T/G	Course		Title	Hours/ Week			Total Hours	Credits	Prerequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other				S	F	SP	
	T	103	159	Computer Literacy - Microsoft Office		2		36	1		x	x	x	
	T	106	167	Legal Processes and Systems	3			54	3				x	
	T	106	169	Law Office Applications	2	2		72	3	Completion of or concurrent enrollment in 106-167 Legal Processes and Systems; 106-175 Legal Documents 1; 106-176 Legal Documents 2; 106-178 Legal Office Professional			x	
	T	106	175	Legal Documents Production 1	1	2		54	2	106-120 Document Processing (or) Keyboarding Pretest - 30 wpm with 3 or fewer errors		x		
	T	106	176	Legal Documents Production 2	1	2		54	2	106-175 Legal Documents Production 1		x		
	T	106	178	Legal Office Professional	3			54	3			x		
Total Certificate Credits									14					

T/G: T - Technical Studies course; G - General Studies course

Semester Codes: S-Summer; F-Fall; SP-Spring

Curriculum and program acceptance requirements are subject to change.

For a complete list of course descriptions for this program, please consult the College Catalog at <http://www.morainepark.edu/MPTCCatalog>.