



## Legal Office Skills Certificate - Academic Planner

Certificate: 97-106-4

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

Curriculum for 2016-2017

12/1/2015

✓	T/G	Course		Title	Hours/Week			Total Hours	Credits	Prerequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other				S	F	SP	
	T	106	120	Document Formatting		2		36	1	"A" Grade in 106-103 Keyboarding OR Demonstrated 30 wpm with 3 or fewer errors using correct fingering	x	x	x	Keyboarding pretest can be taken at any college library to determine placement
	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 Formatting (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		
<b>Total Certificate Credits</b>									<b>14</b>					

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>.