Legal Office Support
Legal Office Assistant
Business Technology ATA
(Transfers to CWU toward Information Technology & Admin Management BAS Degree)

GENERAL INFORMATION

Legal Office Assistants prepare correspondence and legal papers such as complaints, motions, responses, and subpoenas under the supervision of professional staff. They may use transcription equipment and a computer to transcribe correspondence, pleadings, legal documents, and forms used in litigation. They also assist with filing, reception, and general office duties; they may also review legal journals and assist with legal research.

Legal Office Assistants are not paralegals and do not assist in actual case research and preparation or in legal proceedings.

Because Legal Office Assistants usually work with other office staff, they should be cooperative and able to work as part of a team. In addition, they should have good communication skills, be detail-oriented, and adaptable. Good English grammar and punctuation skills are required, as well as familiarity with personal computers and word processing software. Keyboarding speed of at least 60 words per minute is essential, depending upon the position.

The certificates and degree are offered online. Every course is not offered each quarter. Please consult the class schedule and a program advisor to plan course selection. With verifiable evidence of previously acquired skills, waivers may be granted; they can only be granted by one of the program advisors listed in this curriculum guide. Waivers do not reduce the number of credits required. Students entering the program should key at least 20 words per minute using the touch method (with no more than one error per minute) on a three-minute typing test or complete BT 100 Beginning Keyboarding in his/her first quarter in the BT program.

BT ATA Degree can be applied toward a Bachelor of Applied Science in Information Technology and Administrative Management (ITAM) through Central Washington University on the EvCC campus. For more information, go to www.uceverett.org.

PROGRAM ADVISORS

It is essential to meet with a program advisor and maintain the certificate or degree checklist while at Everett Community College. Contact one of the EvCC advisors listed below to help you select which degree/certificate pathway to follow and to create your Degree Audit Plan. If no answer, call the division office at 425.388.9243.

Theresa Markovich	OLY 217	425.388.9241	tmarkovich@everettcc.edu
Kathy Kneifel	OLY 215	425.388.9155	kkneifel@everettcc.edu
Kathryn Willestoft	OLY 218	425.388.9242	kwillestoft@everettcc.edu

GETTING STARTED AT EVCC

Enrollment Services provides information about application, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising prior to registering for first quarter classes and should contact Enrollment Services, Parks 201, 425.388.9219, admissions@everettcc.edu. New students must complete entry advising prior to first quarter registration. For advising, visit the Advising Center, Rainier Hall 108, 425.388.9339.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website www.everettcc.edu/gainfulemployment

Approved May 25, 2017 Instructional Council

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **JUNE 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, www.everettcc.

BUSINESS TECHNOLOGY LEGAL CERTIFICATES AND DEGREE

EVERETT COMMUNITY COLLEGE

Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites. Check online at http://www.everettcc.edu/catalog/

BUSINESS TECHNOLOGY CORE REQUIREMENTS FOR ALL CERTIFICATES AND DEGREE (18 CREDITS)

Course	Course Title	Credits	Grade	Quarter	Year
CL 101	Computer Literacy	5			
BT 105	Keyboarding Speed and Accuracy	3			
BUS 104	Business English	5			
BUS 165	Service Essentials for Business	5			

LEGAL OFFICE SUPPORT CERTIFICATE (43 CREDITS)

☐ **Completion of Core Requirements above plus the 25 credits below**

Course	Course Title	Credits	Grade	Quarter	Year
BT 115	Records Management	5			
BT 145	Civil Litigation	5			
BT 146	Wills, Probate, and Domestic Relations	5			
BT 147	Bankruptcy and Corporate Law	5			
BT 219	Introduction to Microsoft Word	5			

LEGAL OFFICE ASSISTANT CERTIFICATE (73 CREDITS)

☐ **Completion of Core and Legal Office Support Requirements above plus credits below**

Course	Course Title	Credits	Grade	Quarter	Year
BT 162	Job Search & Professional Development	5			
BT 240	Access	5			
BT 242	Excel	5			
BUS 110D	Business Communications	5			
BUS 130	Business Computations	5			
CL 110	Managing Internet Communication	5			

BUSINESS TECHNOLOGY DEGREE (90 CREDITS)

☐ **Completion of Above Requirements for Certificates** ☐ **Completion of Diversity Requirement**

☐ **Completion of Degree Requirements Below** ☐ **Completion of Program Approved Electives**

BT 252	Internship	1-4			
BT 248	Advanced Legal Office Procedures	5			
ENGL 98 or ENGL& 101	Introduction to College Writing English Composition 1	5			
Elective					
Elective					

PROGRAM ELECTIVES

Medical Emphasis
Choose individual courses or all

HLTH 100	Medical Terminology	5
BT 180	Principles of Medical Insurance	5
BT 181D	Diversity in Law & Ethics for Health Care Occupations	5
BT 182	Electronic Health Records for the Front Office	
MC 120	Healthcare Vocabulary	4
MC 136	Structure & Function of the Human Body	4
MC 145	Coding with ICD-10-CM/PCS	6
MC 150	Principles of Procedure Coding	6

Accounting Emphasis
Choose individual courses or all

ACCT 110	Small Business Accounting	5
ACCT 112	Business Taxation	5
ACCT 210	Payroll	5
ACCT 215	Computer Accounting	5

General Electives

BT 100	Beginning Keyboarding	5
BUS 101	Introduction to Business	5
BUS 154	Fundamentals of Supervision	5
BUS 230	Introduction to Hospitality	5
BT 243	Advanced Excel	5
COLL 101	College Success	2
CL 102	Using the Computer and Managing Files	2
CL 103	Word Processing	2
CL 104	Spreadsheets	2
CL 105	Databases	2
CL 106	PowerPoint	2
CL 107	Fundamental Concepts of Basic Computer Systems	2