LAKE MICHIGAN® COLLEGE

the Lake effect... on the rest of your life℠

LEGAL OFFICE SYSTEMS

Associate in Applied Science Degree
Certificate of Achievement- Legal Office Assistant

CAREER INFORMATION

Legal office assistants help lawyers prepare for hearings, trials, and corporate meetings. However, their specific duties may vary depending on the size of the firm or organization.

Legal office assistants who work for law firms, corporations, and government agencies usually work full time. Legal assistants who work for law firms may work very long hours and overtime to meet deadlines.

JOB OUTLOOK

Nationally, new job opportunities for legal office assistants are expected to grow 17 percent by 2020.

National median annual wage Legal Assistants: $46,990*
National job growth projection by 2020: 17%*

*Source: U.S. Department of Labor, Bureau of Labor Statistics Occupational Outlook Handbook, 2014-2015

PRIOR LEARNING CREDIT

Office Information Systems (OIS) students may be eligible to receive credit for past and present work experience (Prior Experiential Learning Credit or PELC)!

To find out if you are eligible:

1. Contact the OIS Faculty Advisor, Christine Davis, at cdavis@lakemichigancollege.edu or (269) 927-8877

2. You and the faculty advisor will discuss your work history and develop a plan for evaluating your experiences for college credit.

CLASSROOM EXPERIENCE

- **Become proficient with software programs such as Microsoft Office: Word, Excel, Power Point, Publisher & Access**
- **Classes specializing in legal procedures**
- **Communication and problem solving skills are emphasized**
- **Visit a local business to observe and report on their office operations**

SCHOLARSHIP OPPORTUNITIES

- **More than 100 total LMC scholarships available**

Scholarship information is available through the LMC Financial Aid Office

TRANSFER OPPORTUNITIES

- **Western Michigan University-Southwest**
- **Siena Heights University**

CONTACT INFORMATION:

Christine Davis, (269) 927-8877, cdavis@lakemichigancollege.edu
For more program information, visit www.lakemichigancollege.edu/legal-office-sys

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PROGRAM PREREQUISITES

Proficiency in reading, English, and mathematics on the Compass assessment or successful completion of recommended classes. See course descriptions for specific course prerequisites.

DEGREE REQUIREMENTS

COLLEGE REQUIREMENTS	CREDIT HOURS
*English 101, English Composition	3
English 102, English Composition, or English 103, Technical Writing	3
***Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health	1 or 3
Political Science 101, National Government, or Political Science 102, State Government, or History 201, American History to 1865, or History 202, American History 1865 to present	3

SUPPORT COURSES	CREDIT HOURS
Communication 101, Introduction to Public Speaking	3
Group I, II, or III Electives (with COMM 101 to total 11 credits in at least two groups)	8

MAJOR REQUIREMENTS	CREDIT HOURS
Business Administration 100, Business Mathematic	3
Business Administration 103, Introduction to Business	3
Business Administration 205, Business Law	3
*Business Administration 210, Business Correspondence	3
*Law Enforcement 140, Introduction to Criminal Justice	3
*Office Information Systems 104, Proofreading and Editing	2
*Office Information Systems 114, Computer Applications 1	3
*Office Information Systems 125, Records Management	3
*Office Information Systems 201, Computer Applications 2	3
*Office Information Systems 205, Integrated Business Projects	4
*Office Information Systems 211, Office Procedures (cert. only)	3
*Office Information Systems 219, Legal Office Procedures	3
Office Information Systems 261, Co-op I	3

PROGRAM ELECTIVES
(SELECT 4 CREDIT HOURS FOR DEGREE, 3 FOR CERTIFICATE)

	CREDIT HOURS
Business Administration 101, Business Accounting	3
Business Administration 115, Principles of Customer Service	3
Business Administration 150, Job Search Seminar	1
Business Administration 209, Principles of Marketing	3
Business Administration 211, Principles of Management	3
Computer Information Systems 106, Operating Systems	3
Computer Information Systems 111, Database Concepts	3
Computer Information Systems 295, Project Management	3
Office Information Systems 262, Office Co-op II	3

*Required for certificate program.
**Transferring students are encouraged to take PHED 212 or PHED 214.
NOTE: You should notify your advisor and the co-op coordinator of your intention to take OIS 261 and OIS 262 before beginning your second-year classes.

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