

LEGAL OFFICE PROFESSIONAL (LOP)

LOP 130 Legal Terminology (4)

Students will attain knowledge and understanding of terms commonly used in the legal profession. Students will learn to define the terms, correctly pronounce them, and use them in legal context. Keyboard practice is used to solidify definitions and correct spelling of legal terms and terminology will be used in correspondence and legal pleadings.

LOP 140 Software for Legal Assistants (4)

An essential skill in legal support role is the understanding and proficiency in computer applications commonly used in the legal environment. In this course, the student will become proficient in programs, through instruction and hands on activities. These programs include word processing, spreadsheets and legal billing and timekeeping. Students will also learn applications and procedures for case management, docket control, legal research and litigation support.

LOP 150 Legal Projects (4)

The law office environment is specialized and different from the traditional business world. Legal Office Projects is designed to present an overview of the structure and functions of the law office and provide the student with an opportunity to learn about different specialty areas of the law and to prepare real life documents and pleadings required in this profession. The course is focused on activities necessary to become a valued member of a legal team.

LOP 160 Foundations of Law&Legal Ethic (4)

This course explores various types and classifications of law through explanation, readings and case analysis. An important part of the study of law are the ethics of the legal environment. Lawyers expect their assistants to understand different practice areas. In addition, it is imperative in any legal environment to understand, practice and follow the professional ethics in the practice of law.

LOP 170 Law Office Management (4)

This course is designed to familiarize the student with various management functions essential and specific to the practice of law. Students will learn client management, docketing and scheduling, legal billing and timekeeping and resource management. Additionally, students will learn leadership, personnel management and total quality management.

LOP 180 Legal Admin Assistant Capstone (1)

In this capstone course, students will demonstrate the skills learned throughout the program either by working in a law firm or government office or by completing a major research project.

LOP 240 Legal Terminology (5)

Students will attain knowledge and understanding of terms commonly used in the legal profession. Students will learn to define the terms, correctly pronounce them, and use them in legal context. Keyboard practice is used to solidify definitions and correct spelling of legal terms and terminology will be used in correspondence and legal pleadings.

LOP 250 Legal Office Projects (3)

The law office environment is somewhat different from the traditional business world. Legal Office Procedures is designed to present an overview of the structure and functions of the law office and provide the student with an opportunity to learn about different specialty areas of the law and to prepare real life documents and pleadings required in this profession.

LOP 260 Legal Transcription (4)

Legal Transcription teaches students to transcribe from sound common legal pleadings, correspondence, and recorded sessions to reinforce the correct pronunciation of legal terminology. Transcribed dictation is evaluated with written copy to increase rate typing speed in transcription and produce error free documents from sound.