### Legal Office

**Qualified Federal Financial Aid Program**

Course Title | Credits
---|---
ENG 113 Business English | 3
BTE 100 Computer Keyboarding | 1
BTE 117 Legal Terminology and Procedures | 3
CIS 135 Complete PC Word Processing: Word | 3
CIS 140 Microsoft Outlook | 1
BTE 166 Business Editing Skills | 3
BTE 238 Legal Office Procedures | 3
BTE 111 Keyboarding Speedbuilding I | 2
BTE 255 Word Processing Techniques II | 3
BTE 229 Legal Transcription | 3
BTE 230 Legal Transcript Hands-on Lab | 1
COM 101 Employment Strategies | 1
CIS 128 Operating Systems: Using Window | 3
BUS 287 Cooperative Education | 2

**Additional material and book fees may apply. Please see advisor for exact costs.**

**Estimated Program Cost**: $3,642.00

**Program Start Dates**:

- **Legal Office**
  - **Full-Time (M-Th, 7:30 a.m. - 4 p.m.)**:
    - 8/24/2015 – 2/10/2016 (plus internship)
    - 10/13/2015 – 4/7/2016 (plus internship)
    - 12/9/2015 – 5/26/2016 (plus internship)
    - 2/11/2016 – 7/19/2016 (plus internship)
    - 4/11/2016 – Approximately October 2016 (plus internship)
    - 5/31/2016 – Approximately December 2016 (plus internship)
  - **Part-Time (M-Th, 7:30-11:30 a.m. or 12-4 p.m.)**:
    - 8/24/2015 – 7/19/2016 (plus internship)
    - 12/9/2015 – Approximately December 2016 (plus internship)
    - 4/11/2016 – Approximately April 2017 (plus internship)

### Program Description

- Work in a multi-task environment
- Earn salaries of $31,030 - $68,800 per year depending on experience
- Know the law
- Prepare legal documents
- Understand legal terminology and procedures

**APPLY TODAY!**

1860 Lincoln Street, Downtown Denver
6th Floor Registration Desk
Questions? 720-423-4700
**Legal Office Job Information**

**PROGRAM DESCRIPTION**
The Legal Office program prepares students to enter a legal office environment. Qualities essential to work in this field include attention to detail/accuracy, adaptable personality/interpersonal skills, ability to work under pressure, excellent writing and speaking skills, organizational skills, excellent keyboarding skill, and ability to multi-task. The program emphasizes legal office procedures, professionalism, terminology, transcribing and formatting legal documents. Students acquire the skills and knowledge to work in law firms, real estate offices, bank trust departments, and government agencies.

**RELATED JOB TITLES**
Administrative assistant • Legal assistant

**ESTIMATED SALARIES**
(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Hourly Pay</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Administrative Assistant</td>
<td>$14.92</td>
<td>$31,030</td>
</tr>
<tr>
<td>Entry Level</td>
<td>$33.09</td>
<td>$68,800</td>
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</tbody>
</table>

**POTENTIAL EMPLOYERS**
Bank trust departments • Community legal services program • Courts • Government agencies • Insurance agencies • Investment firms
Large corporations • Law firms • Real estate and title agencies

**REGISTRATION**
Contact an advisor by calling 720-423-4702.

**FINANCIAL AID**
Available through the Financial Aid Office. Call 720-423-4744 for information regarding the types of aid available for this course/program.

**START COLLEGE HERE**
Transfer up to 45 program credits to a Colorado community college, complete the five required academic courses, and earn an Associate of Applied Sciences or Associate of General Studies Degree.

### Non-Discrimination Policy
Emily Griffith Technical College does not discriminate on the basis of race, ethnicity, religion, sex, age, veteran status, disability, or sexual orientation.

Política de no discriminación: el Instituto Técnico Emily Griffith (EGTC) no discrimina por motivos de raza, grupo étnico, creencias religiosas, sexo, edad, condición de veterano de guerra, discapacidad u orientación sexual.

### Americans with Disabilities Act and EGTC Compliance
The Americans with Disabilities Act prohibits discrimination based on disability in admission to, access to and the operation of programs, services or activities at EGTC. The college is committed to providing an environment where students have the opportunity to attain their educational goals. EGTC provides both physical and programmatic access for all students. Reasonable accommodations will be made in instructional delivery and evaluation methods to ensure full educational opportunities for students. Appropriate documentation of a student's disability is required.

Questions, complaints and requests for additional information may be directed to Phil Robberson, Disability/Learning Services Coordinator, 720-423-4742 or email at Phil.Robberson@emilygriffith.edu.

To learn more about how to request an accommodation and our special services, please refer to our 2015-2016 catalog, Advising and Counseling on page 8 or go to our website, www.emilygriffith.edu.