

LEGAL OFFICE

Qualified Federal Financial Aid Program

Program Description

- Our Legal Office program—one of the only programs of its kind in the Denver area—is focused on preparing you for legal assistant positions
- You'll gain the knowledge and skills to work in law firms, real estate offices, bank trust departments, and government agencies
- You will learn a variety of legal principles and processes, including preparing legal documents, interpreting legal terminology and following legal procedures



COST
\$4,477 Approximate cost
Additional material and book fees may apply



LENGTH
9 MONTHS
Part-time program length



SALARY
\$54,220/yr
Mean salary *
\$26.07/hr

POTENTIAL CAREER PATHS

- LEGAL ASSISTANT
- PARALEGAL
- LEGAL ADMINISTRATIVE ASSISTANT

*Based on 2019 data from the Colorado Department of Labor and Employment Office of Labor Market Information. Salary not guaranteed; should be used as a guideline only.

APPLY TODAY!

EMILYGRIFFITH.EDU/ADMISSIONS

OR

720.423.4700



**EMILY
GRIFFITH**
TECHNICAL COLLEGE

1860 Lincoln St. | Denver, CO 80203
720-423-4700
admissions@emilygriffith.edu

LEGAL OFFICE

FOR CURRENT PROGRAM START DATES,
PLEASE VISIT [EMILYGRIFFITH.EDU/
PROGRAMS/LEGAL-OFFICE-PROGRAM](http://EMILYGRIFFITH.EDU/PROGRAMS/LEGAL-OFFICE-PROGRAM)

QUALIFIED FEDERAL FINANCIAL AID PROGRAM

Course	Title	Credits
ENG113	Business English	3
BTE268	Legal Transcription II	4
BTE117	Legal Terminology and Procedures	3
CIS135	Complete PC Word Processing: Word	3
BTE125	Records Management	3
BTE166	Business Editing Skills	3
BTE238	Legal Office Procedures	3
BTE229	Legal Transcription	3
BTE230	Legal Transcription Hands-on Lab	1
BUS287	Cooperative Education	2
BTE213	Intro to Legal Office Procedures	3
CIS140	Microsoft Outlook	1

TOTAL PROGRAM CREDITS 32
Estimated Program Cost \$4,477

Students will be required to complete 90 internship hours in order to complete the program.

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

START YOUR APPLICATION TODAY!

Step 1: Complete the free online admissions application at EmilyGriffith.edu/apply.

Step 2: Apply for financial aid and scholarships. Learn more at EmilyGriffith.edu/Financial-Aid.

Step 3: Make sure you meet your program requirements.
Find out how: EmilyGriffith.edu/Assessment.

Step 4: Get registered for class!

Non-Discrimination Policy

Emily Griffith Technical College does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Política de no discriminación: el Instituto Técnico Emily Griffith 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 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 Emily Griffith Technical College. The college is committed to providing an environment where students have the opportunity to attain their educational goals. Emily Griffith 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 Disability/Learning Services at 720-423-4702 or DSS@emilygriffith.edu.

To learn more about how to request an accommodation and our special services, please refer to our website, www.emilygriffith.edu. Students may be eligible for Federal Student Aid.

INFORMATION SUBJECT TO CHANGE



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