

Legal Office Assistant

• DESCRIPTION:

This career option prepares for careers as legal support professionals. Students acquire terminology and knowledge of legal procedures to provide clerical/administrative assistance to attorneys and paralegals. Students learn the advanced software skills needed to prepare complex legal documents as well as effective verbal and non-verbal communication techniques. Students are introduced to many of the legal specialty areas such as real estate, criminal law and bankruptcy. Adult students have the opportunity to participate in the "on-the-job training program. Students will also receive training in computer fundamentals, employability skills, and human relations work skills. Students will prepare a portfolio which showcases examples of their work, certifications, resume and other professional information.

• CERTIFICATIONS/CREDENTIALS:

- Legal Secretarial Skills
- Legal Research
- Nationally Accr. Legal Secretary
- WorkKeys
- Microsoft Certifications (Various)

• CAREER OPPORTUNITIES:

- Law Clerk
- Legal Office Assistant
- Legal Clerk
- Legal Records Processing

• SALARY : **NWOK (Avg.) \$48,780**

By utilizing the SOC Code: 43-6012 for Legal Office Assistant at www.onetonline.org/link/summary/43-6012 additional information including working conditions, physical requirements, knowledge skills and salary range can be found. Gainful employment including related occupations, program costs, length, on-time completion/graduation rates, job placement rates, and median loan debt is available at <http://www.nwtech.edu/gainful-employment/>.

• COST OF ATTENDANCE:

High School In-District Students - No Tuition Charge

| Adult Student Costs | Dependent | | Independent | |
|---|-----------------|-----------------|-----------------|-----------------|
| | ID | OD | ID | OD |
| Tuition and Fees* | 1,920.00 | 3,840.00 | 1,920.00 | 3,840.00 |
| Books, Course Materials, Supplies, and Equipment* | 480.00 | 480.00 | 480.00 | 480.00 |
| Certification/Licensure Expense* | 0.00 | 0.00 | 0.00 | 0.00 |
| Direct Cost of Attendance | 2,400.00 | 4,320.00 | 2,400.00 | 4,320.00 |
| Housing & Food** | 5,654.40 | 5,654.40 | 11,925.00 | 11,925.00 |
| Transportation** | 1,225.12 | 1,225.12 | 2,583.75 | 2,583.75 |
| Miscellaneous** | 2,544.48 | 2,544.48 | 5,366.25 | 5,366.25 |
| Estimated Cost with living expenses | 11,824.00 | 13,744.00 | 22,275.00 | 24,195.00 |

*Direct costs are items directly related to attending NWTC. **Source: Indirect costs - Southwest Consumer Price Index as of 12/22 - released 1/12/23.

More information on tuition, fees, estimated cost of attendance, estimated living expenses and financial aid for adult students can be found at <https://nwtech.edu/student-services/financial-aid-tuition/>.

• COURSE INFORMATION 960 Hours

| | |
|--------------------------------|----------|
| Fundamentals of Technology | 120 Hrs. |
| Fundamentals of Legal Office | 180 Hrs. |
| Legal Office Procedures | 180 Hrs. |
| Advanced Legal Communications | 180 Hrs. |
| Adv. Comp.Apps. for Law Office | 180 Hrs. |
| Legal Office Capstone | 120 Hrs. |

High School Students may use this career option to fulfill computer science credits needed for graduation.

• INSTRUCTOR:

Pam Malone, Instructor
pmalone@nwtech.edu
 1801 Eleventh St., Alva, OK 73717
 580.327.0344

• CONNECT ON SOCIAL MEDIA:

www.nwtech.edu

• SCHEDULES AVAILABLE:

8:00am - 11:00am
 12:30pm - 3:30pm
 Full-time adult students attend both sessions.

• APPLICATION & ADMISSIONS:

Complete an application at <https://nwtech.edu/student-services/enrollment-processes/>.
 For Admission Questions or To Schedule a Visit:
 Call NWTC at 580.327.0344. Financial assistance is available to adult students who qualify.
 ID=In-District; OD=Out-of-District

NWTC provides equal opportunities to all students without regard race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in the operation of CTE programs, recruitment, admissions, financial aid or employment practices.