

LEGAL OFFICE & PROJECT MANAGEMENT SERVICES

www.tulsatech.edu
2010-2011

Campus Location

Peoria Campus

Occupational Focus

The legal industry has grown at a phenomenal rate. As law firms, corporate legal offices, government agencies, and nonprofit organizations increase their staff, the need for strong administrative support increases as well. This program is designed for students who have general office experience with a variety of administrative and clerical duties, but who wish to learn more about the legal field and move into an entry-level legal position. Students will learn legal terminology, legal research, the use of legal forms and documents, filing and calendaring, and basic legal concepts in several areas of law, including family law, criminal law, and real estate. Students will use their legal knowledge and advanced computer and office skills to complete projects. Project management software will also be used so students can design and track projects, communicate their status, and learn to manage multiple, on-going projects.

For information concerning working conditions, physical requirements, employment and job outlook please refer to the Occupational Outlook Handbook (OOH), 2010-11 Edition at <http://www.bls.gov/oco/>.

Who Can Attend?

High school students
Adults

Prerequisite(s)

At least intermediate level usage of the following:
Keyboarding, Word, Excel, Access, PowerPoint, Internet search engines, and email.
Proficiency in general office skills (formatting, printing, copying, faxing, data entry, business letters, invoices, reports, etc.)
Good oral and written communications skills.
Helpful skills: Business Math, Business English reports, etc.

Scheduling Information

One year program beginning in August
Check with Admissions Office at 918.828.5260 for start dates.
Three hours daily
--Morning session - 7:55 - 10:40 am
--Afternoon session - 11:55 - 2:40 pm

Tuition

No charge for high school students within Tulsa Tech District
Adult - \$2.50/hour*

*Tuition subject to change without notice

Career Majors

Legal Receptionist - 600 Hours*

This major prepares students for entry-level positions in the legal field. Students learn the concepts, principles and attitudes needed to be successful in a legal office. They gain basic office and computer skills along with legal terminology, ethics and communication techniques. Students gain skills required for industry-related certifications.

Legal Office Assistant - 1110 Hours*

This major prepares students for careers as legal support professionals. Students acquire the necessary terminology and knowledge of legal procedures to provide clerical and 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. Students gain skills required in numerous industry-related certifications including ALS, the basic certification for legal professions awarded from NALS, a national association for legal professionals.

*Career major, courses and hours are subject to change without notice

Books/Supplies

No textbook charge for high school students within Tulsa Tech District
Adult see campus bookstore

College Credit

College credit is available for the majority of Tulsa Tech's full-time programs through Rogers State University, Oklahoma State University-IT or Tulsa Community College. Advanced standing credit may also be granted for some of our programs. The number of hours varies depending on the program length, the college granting the credit, and the student's plan of study. Check with your Tulsa Tech counselor for more information.

Credentials/Industry Certifications

The Legal Office & Project Management Services program is accredited by NALS the association for legal professionals. Students may sit for the Accredited Legal Secretary (ALS) certification exam at completion of coursework
Microsoft Project 2002

Employment Opportunities

Legal Receptionist, Legal Secretary, or with additional training, Paralegal

Tulsa-Area Salary

\$9.21-\$17.31/hour

Financial Aid

Scholarships are available for eligible students. Call 918.828.5280 or email financialaid@tulsatech.org. For the most up-to-date and complete information on scholarships and grants please visit www.tulsatech.edu.

Application Process

High school students see Tulsa Tech career counselor or sending school counselor.

Adults contact Tulsa Tech Admissions and Enrollment office at 918.828.5260, email admissions@tulsatech.org or check out our website at www.tulsatech.edu.

NOTE: Some programs have additional admissions criteria. For specific program requirements and applicable prerequisites, contact Admissions at 918.828.5260.

Courses by Career Majors

Legal Receptionist - 600 Hours*

Fundamentals of Technology
Foundations for the Legal Office
Legal Office Procedures
Career Major Capstone

Legal Office Assistant - 1110 Hours*

Fundamentals of Technology
Foundations for the Legal Office
Legal Office Procedures
Advanced Computer Applications for the Law Office
Advanced Legal Communications
Legal Specialties
Career Major Capstone

**Career major, courses and hours are subject to change without notice*

Tulsa Tech does not discriminate on the basis of race, color, religion, national origin, gender, age, marital or veteran status, or disability.

Tulsa Tech is accredited by the Oklahoma Department of Education, the Oklahoma Board of Career & Technology, & the North Central Association--Commission on Accreditation & School Improvement.

Also, where available, our programs are accredited by the specific industry standards associated with their industry.

To remain current with the demands of business and industry, curriculum is periodically revised. The revision may change the number of Tulsa Tech classes that apply toward the college credit. The number of credit hours identified in the agreement the year the student completes the class will determine the credit hours the student receives. Conditions are based on the actual agreements and are subject to change annually.