

Legal Office & Project Management Services

Description

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.

- Work with professionals in the field of law
- Prepare for basic legal professional certification upon completion of coursework
- Build a strong foundation for an advanced career in banking institutions, insurance industries, real estate & governmental agencies, or corporate legal departments
- Prepare for Accredited Legal Secretary (ALS) Certification

College Credit

College credit may be available through TCC, RSU, or OSU-Institute of Technology. For more details call the college relations office at 918-828-5205. All college credit is awarded by the college/university.

Prerequisites

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.

Credential/Industry Certifications

NALS...the Association for Legal Professionals

Career Majors/Courses

Legal Receptionist

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

Legal Office Assistant

Courses
 Fundamentals of Technology
 Foundations for the Legal Office
 Legal Office Procedures
 Career Major Capstone
 Advanced Computers Applications for the Law Office
 Advanced Legal Communications
 Legal Specialities

Employment Opportunities

Tulsa Tech's Career Placement Services team builds partnerships with Tulsa area businesses & industry to create opportunities for work-based experiences and job placement. Job search assistance is provided before and after graduation. Services include with employment information, resume building, refining interview skills and life-time access to the Tulsa Tech Job Connect database. Call Career Placement Services at 918-828-5270 or visit www.tulsatech.edu/jobconnect / email jobconnect@tulsatech.edu.

2009-2010 year completion & placement data:

- Total Enrolled: 31
- Completion: 84%
- Completed on-time: 100%
- Job Placement: 96%
- Returning Students: 3%
- OPE ID: 005311 / CIP: 22.0301

Application Process

Apply ON-LINE at www.tulsatech.edu/apply. Applications can also be obtained in the counseling offices on any of the campuses; at the Career Services Center located on the Memorial Complex; or by calling 918-828-5200.

Campus Location

Peoria Campus
 3850 North Peoria
 Tulsa, OK 74106-1619
 (918) 828-2000
 FAX (918) 828-2009

Area Salary

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/>.

Salary information can be found at The Occupational Information Network (O*NET) Resource Center at <http://www.onetonline.org/>.
 O*NET-SOC Code: 43-6012.00

Who Can Attend?

High school students / Adults

Tuition/Fees/Books

- Tuition: \$1,650 - \$1,815*
- Lab & Required Fees: \$160 - \$175*
- Additional Required Costs: \$100 - \$162
- Optional Fees: \$161 - \$329

**High school students living in the Tulsa Tech school district are not charged tuition, fees & books.*

Additional required costs: books, equipment, tools, uniforms & supplies.

Scheduling Information

H.S. / 1-2 school years:

August - May

H.S. sessions:

7:45 - 10:45 A.M. / 11:50 - 2:50 P.M.

Adults / 9-21 months Adult sessions:

1/2 Day: 7:45 - 10:45 A.M. / 11:50 - 2:50 P.M.

Day: 7:45 A.M. - 2:50 P.M.

Check with Admissions Office at 918-828-5260 for start dates.

Financial Aid

Financial assistance is available through several options at Tulsa Tech. For the most up-to-date information, call 918-828-5280 or visit www.tulsatech.edu. Some career majors are eligible for federal financial aid. To apply, go to www.fafsa.ed.gov.