



## Legal Office Associate

**Diploma:** NIACC

**Business Division**

**Credit**

**30 semester hours**

**Contact:**

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### Program Description

The Legal Office Associate program is designed to prepare students for employment with law offices, insurance companies, financial institutions, courts and police departments, as well as in legal departments of business firms and government offices.

The graduates duties include preparing letters, memos, court and client documents; filing; handling telephone services; making appointments and receiving clients; ordering supplies; making travel arrangements; taking care of general office administration; and using a computer for word processing.

### Curriculum

ACC-111	Introduction to Accounting OR ACC-121 Principles of Accounting I
ADM-123	Document Formatting
ADM-131	Office Calculators
BCA-129	Basic Word Processing
BCA-215	Computer Business Applications OR BCA-101 Intro to Computers & Information Systems
BUS-121	Business Communications
ADM-162	Office Procedures
ADM-185	Legal Terminology & Transcription
BUS-107	Business Careers
BUS-185	Business Law I Business Electives

### Admission Requirements

- NIACC Application for Admission
- High school transcript or GED scores
- ACT scores or COMPASS assessment
- Other college transcripts

### Program Fees

Tuition & Fees	\$3,487.50
Books	varies
Other fees	<u>none</u>
<b>Total</b>	<b>\$ varies</b>

### Career Potential

A wide variety of businesses provide employment opportunities:

\* Law Offices - Insurance Companies - Financial Institutions - Courts and Police Departments - Legal Departments of Business Firms and Government Agencies

\* According to the 2007 salary survey located on America's Career InfoNet, the median salary for legal office professionals and related positions was \$38,800 (\$18.66 per hour) at the national level and \$29,900 (\$14.36 per hour) in the state of Iowa. This category is expected to grow rapidly.