



**2007-2008 Career Planning Guide**  
**LEGAL INFORMATION PROCESSING**  
**Spokane Community College**

**Spokane Community College**  
1810 North Greene Street  
Spokane, Washington 99217-5399  
[www.scc.spokane.edu](http://www.scc.spokane.edu)

**Completion Award:** Certificate

**Start:** Fall, Winter, Spring, Summer

**Tuition and Fees:** <http://www.ccs.spokane.edu/fees.html>

**Approximate Quarterly Cost:** (subject to change without notice)

Books	\$	200
Supplies and Equipment	\$	10

**PROGRAM WEBSITE:** <http://www.scc.spokane.edu/?bustechlegal>

### **Program Description**

This program prepares students for legal office positions where the primary duties are the operation of disk-controlled computer equipment; typing and proofreading manuscripts, tables, reports, correspondence, and other documents from dictating machines or rough drafts; correcting errors in existing documents; and consulting with persons initiating job requests.

### **PROGRAM GOALS—Students who successfully complete this program should have:**

1. An extensive and varied knowledge of information/word processing.
2. Spell, pronounce and correctly use legal terms.
3. Understand various office forms and documents.
4. Operate office machines, including computers, printers, automatic typewriters, transcribing equipment and copying machines.
5. Demonstrate language and human relations skills to enhance communications with other law-related offices and courts.
6. Experience with applications software packages: word processing, spreadsheet and database.

### **Career Opportunities**

Legal Information Processors are employed in the following areas: law offices, state and local courts, legal departments of banks, contract and mortgage departments of mortgage and insurance companies and legal departments of private corporations.

**LEGAL INFORMATION PROCESSING**

**Certificate: SCC**

**Certificate**

---

<b>First Quarter</b>			<b>Credits</b>
BT	102	Document Processing	5
BT	109	Business Communications	5
BT	151	Business Student Preparation	5
LSEC	236	Legal Terminology	<u>5</u>
			20
<b>Second Quarter</b>			
BT	231	Office Procedures	5
CATT	102	Introduction to Outlook	2.5
LSEC	237	Legal Terminology	5
LSEC	239	Legal Formatting <sup>1</sup>	<u>5</u>
			17.5
<b>Third Quarter</b>			
BT	201	Information Processing	5
BT	272	Business Correspondence	5
GBUS	102	Math Skills for Business <b>or</b>	
GBUS	103	Basic Business Math	
		and Electronic Calculators	3-5
LSEC	216	Legal Office Procedures	<u>5</u>
			18-20
<b>Fourth Quarter</b>			
BT	165	Word Processing	5
BT	202	Advanced Information Processing	5
BT	250	Information Technology	5
LSEC	285	Legal Office Internship	<u>3</u>
			18

73.5-75.5 credits are required for the certificate with a minimum grade of 2.0 in each class.

Clock hours are 1,018-1,062.

<sup>1</sup> Prerequisites for enrollment in this class are BT 102, 109, and a keyboarding speed of 40 wpm, or permission of the program coordinator.