



Associate Degree  
2-year program

**sound like you?**  
**Work for an attorney • Go on to law school • Research legal cases**

### did you know?

The occupation of legal secretary is one of the fastest growing, projected to grow nearly 47 percent in the next 15 years.

## Legal Secretarial Technology at UT

Earning an associate degree in legal secretarial technology prepares students to perform the duties to coordinate the operations of a legal office. Legal office professionals must have both human relations and technical skills to work effectively with attorneys, clients and co-workers. They also must have strong organizational, research and communication skills to be successful in the field.

UT's legal secretarial technology program provides students with an in-depth education that prepares them for careers in virtually any legal office environment. Students have the opportunity to become technologically proficient in all areas of communication. In addition, there are many outstanding resources on campus like access to prominent software programs, computers, scanners and printers.

### What to expect when you graduate

Attorneys are constantly looking for excellent legal secretaries, both experienced and entry-level candidates whom they can train in specialty areas of law. Graduates will work in law firms, courts, legal departments of businesses, government agencies and local bar associations.

Check out all our majors online @ [utoledo.edu/admission/majors.asp](http://utoledo.edu/admission/majors.asp)



# LEGAL SECRETARIAL TECHNOLOGY

The College of Business Administration has wireless laptops with Internet access and accessories for students to check out and use in Stranahan Hall. The College won Dell's GenerationIdea nationwide contest for this innovative use of technology, originality and appropriateness to other higher education institutions.

College of Business  
Administration

Group campus tours are available Monday through Friday at 10:30 a.m. or 2:30 p.m., and on Saturday at 11:15 a.m., year round, with the exception of national holidays. Individual admission appointments are available by request. Individualized college or department visits are also available weekdays at 1:15 p.m. by appointment.

[utoledo.edu/admission/campusvisit](http://utoledo.edu/admission/campusvisit)  
800.5TOLEDO

## Sample Curriculum\*

### DEGREE REQUIREMENTS

ADOT 1010 PC Keyboarding I or typing skills of at least 20 words per minute required	
ENGL 1100 or 1110 College Composition I	3
ENGL 1130, 1140, 1150 or 2960 College Composition II	3
MATH 1010, 1180 or 1260	3
ACTG 1040 Financial Accounting	3
ACTG 1050 Managerial Accounting	3
BMGT 1010 Business Principles	3
BMGT 1500 Workplace Communication & Presentations	3
BMGT 2310 Legal Environment of Business	3
BMGT 1000 Business Technology/ College Orientation	1
BMGT 2700 Managing Diversity in the Workplace	3
ADOT 1080 Administrative Office Skills	3
ADOT 1110 PC Keyboarding II	3
ADOT 1200 Secretarial Office Procedures	3
CMPT 1430 Microsoft Word	2
ADOT 2140 Machine Transcription	3
ADOT 2180 Word Processing Operations	3
ADOT 2270 PC Keyboarding III	3
ADOT 2940 Administrative Office Internship	3
LGL 1010 Intro to Law	3
LGL 1160 Legal Research	3
LGL 1720 Law Practice Management	3
Humanities/Fine Arts Elective	3
Social Science Electives	6
Total	69 hrs.

Note: A subset of courses may be completed for a certificate in Legal Secretarial Technology. Contact the academic adviser for details.

### For more information about Legal Secretarial Technology, contact:

Department of Applied Organizational  
Technology  
College of Business Administration  
The University of Toledo  
Scott Park Campus, MS 400  
Toledo, Ohio 43606-3390  
Mary Humphrys, Chair  
419.530.3077  
[mary.humphrys@utoledo.edu](mailto:mary.humphrys@utoledo.edu)  
Pam Pulella, Academic Adviser  
419.530.3246  
[pamela.pulella@utoledo.edu](mailto:pamela.pulella@utoledo.edu)  
[www.utoledo.edu/business](http://www.utoledo.edu/business)

\*Sample curriculum is subject to change. Please consult the department for up-to-date information. For more detailed program requirements, visit [catalog.utoledo.edu](http://catalog.utoledo.edu).