

LEGAL SECRETARIAL TECHNOLOGY

UNIVERSITY COLLEGE ■ ASSOCIATE DEGREE PROGRAM

Work for an attorney ■ Go on to law school ■ Research legal cases

sound like you?

Legal Secretarial Technology at UT

Earning an associate degree in legal secretarial technology prepares students to perform the duties that help smooth operations in 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 language, 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. Also, 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.

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



Check out all our majors online @ www.admission.utoledo.edu/majors.asp

LEGAL SECRETARIAL TECHNOLOGY

University College has the highest average age of students of any UT college with a range of students from age 18, to working adults, to highly active retirees.

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 Legal Assisting	3
LGL 1160 Legal Research	3
LGL 1720 Law Practice Management Humanities/Fine Arts Elective	3
Social Science Electives	6
Total hours for the program	69 hrs.

Prepare Yourself

The University of Toledo advises completion of the following college-prep courses to help prepare you for college course work:

- 4 years/units of English
- 3 years/units of math (algebra I, II, geometry or equivalent)
- 3 years/units of natural sciences
- 3 years/units of social sciences
- 2 years/units of a single foreign language

High school preparation requirements do not apply to adult or transfer students.

Come See Us

A campus visit is the best way to decide if a university is right for you. 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.

www.admission.utoledo.edu/campusvisit
800.5TOLEDO

*Sample curriculum is subject to change. Please consult the department for up-to-date information. For more detailed program requirements go to <http://catalog.utoledo.edu>.

For more information about Legal Secretarial Technology, contact:

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