

**START** May 18, 2009 **FINISH** May 9, 2010

## Legal Business Technology Certificate



### Online

**Legal Business Technology Assistants** assist lawyers, notaries, paralegals, or other authorized professionals in the drafting and preparation of legal documents for clients and legal proceedings. While legal professions are very

specialized, nearly every industry, business and profession is associated with law.

#### Skills Learned:

- Understanding of legal terminology
- Ability to maintain confidentiality
- Comprehension of legal processes
- Proficiency with software
- Research skills



#### Class beginning May 18, 2009

OFFT 1070	Business English	May 18 – June 26
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#### Classes beginning August 25, 2009

OFFT 2440	Legal Terminology/Transcription	August 25-December 17
OFFT 2460	Legal Office Procedures I	August 25-December 17

#### Class beginning January 11, 2010

OFFT 2170	MS Office Integration	January 11-May 6
OFFT 2460	Legal Office Procedures II	January 11-May 6
BSAD 2710	Business Law	January 11-May 6

**Legal Business Technology** graduates can find employment in a variety of positions, such as:

- Legal assistants
- Legal secretaries
- paralegals
- administrative assistants
- and many more career choices

in government or business offices.

**GO** to Mid-Plains  
Community College to enroll today!

Register Online at <http://www.mpcc.edu/> or contact a Mid-Plains Community College advisor at (308) 535-3710 in North Platte or (308) 345-8102 in McCook