

filled to capacity necessitating more correctional facilities and the demand for more juvenile corrections personnel. This certificate meets the minimum level pre-employment requirement for the Oregon Youth Authority (OYA).

Wages Beginning wage for an OYA Group Life Coordinator II is approximately \$2,464-\$3,400 monthly, but salary and benefit packages vary greatly depending up the employing agency and geographical location.

Costs in Addition to Tuition (estimate)*

Books \$1,600

* Subject to change without notice.

Admission Information Social Science Division, John delNero, Program Coordinator, (541) 463-5286, delnero@lanecc.edu

Cooperative Education (Co-op) Co-op provides opportunities for students to work in regional organizations to develop and expand skills, explore career options, and make contacts for future employment. Students connect theory and practice while earning transferable elective college credit. Contact John del Nero, Juvenile Corrections Co-op Coordinator, (541) 463-5286.

Program Advisor Cindy Lott (541) 463-5232, lott@lanecc.edu

Program Counselor Anthony Hampton (541) 463-5275, hamptona@lanecc.edu

	Fall	
CJA 101 Introduction to Criminology ^{D,G}	3	
HS 206 Counseling the Criminal Addict ^{D,G}	3	
MTH 060 Beginning Algebra ^{1,M}	4	
PSY 201 General Psychology ^{D,G}	3	
SOC 225 Social Problems ^{D,G,H}	3	
Total Credits	16	

	Winter	
CJA 201 Juvenile Delinquency ^{D,G}	3	
CS 120 Concepts of Computing: Information Processing	4	
HS 205 Youth Addiction ^{D,G}	3	
PSY 202 General Psychology ^{D,G}	3	
PSY 235 Human Development 1 ^{D,G}	3	
WR 121 English Composition: Exposition and Introduction to Argument ^{*,W}	4	
Total Credits	20	

	Spring	
CJA 232 Correctional Casework ^{D,G}	3	
CJA 280 Co-op Ed: Juvenile Corrections ^{D,G}	3	
HS 209 Crisis Intervention and Prevention ^{D,G}	3	
PSY 203 General Psychology ^{D,G}	3	
PSY 239 Introduction to Abnormal Psychology ^{D,G}	3	
Total Credits	15	

1 Recommend MTH 095 or higher if going on to complete 2-year Criminal Justice program

Legal Assistant

Offered by the Business Department

Two-Year Associate of Applied Science Degree, Legal Assistant

Less-Than-One-Year Certificate of Completion, Legal Office Skills

Note The Legal Assistant Two-Year Degree will not be available to new students in the 2007-2008 academic year. Current students will be able to complete their degrees, and Legal courses will continue to be offered. New students should consider the Two-Year Administrative Assistant program with Legal directed electives, or the Legal Office Skills Less-Than-One-Year Certificate (see below). For additional information, contact Deb Hupcey in the Counseling Department, (541) 463-5635, or Kirsra Whedon in the Business Department, (541) 463-5534.

Legal Office Skills

Less-Than-One-Year Certificate of Completion

Purpose This Less-than-One-Year Certificate is designed for professional office personnel who are interested in career enhancement, or for current Business students with office experience who wish to expand their options for career choices. Legal office courses provide opportunities for mobility and advancement. Career possibilities include office positions in law firms, courts, insurance companies, human resource departments, banks, and other law-related business and government offices.

Learning Outcomes The graduate of the Legal Office Skills Certificate will:

- use and understand basic legal terminology and concepts.
- understand the role of lawyers in the legal system.
- prepare accurately formatted legal documents, letters, and pleadings and compose correspondence commonly used in legal settings.
- understand and use a variety of legal office systems including document management and calendaring.
- understand the purposes and many of the functions of court rules, schedules, and procedures.
- use law library, computing and communication services to obtain legal forms, information, and data from regional, national, and international networks.
- create professional, accurate documents.
- use research and analytical skills to support the activities of the organization.

	Fall	
BA 226 Business Law ^{D,G}	4	
LGL 201 Legal Procedures 1 ^{*,D,G}	4	
	Winter	
LGL 202 Legal Procedures 2 ^{*,D,G}	3	
	Spring	
LGL 203 Legal Procedures 3 ^{*,D,G}	3	
Total Credits	14	