Program Spotlight: Legal Office Administration

Is a career as a legal office administrator right for you?

If you’re a strong communicator with exceptional organizational skills and enjoy multi-tasking, a career in Legal Office Administration may be the right fit for you.

Individuals who enjoy working in fast-paced office settings and excel in communications, word processing, computer applications and spreadsheets will be a success in this program. Many office administration graduates go on to work in corporate legal departments; private law practices, including real estate and estate planning (Wills & Trusts); and city, state and federal government offices in government institutions and attorney offices.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy in all areas, organizational skills, discretion and professionalism to prepare students to succeed in the legal secretary field. With two to three years of work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

Learn more about the many opportunities available for Office Administrative personnel by visiting www.cpcc.edu and search Office Administration.

You are invited to CPCC Open House 2014!

We will be bringing back our popular Open House again this year with even more exciting programs to experience. Come out and see why CPCC is one of the top community colleges in the nation. Students will have the opportunity to speak with college reps and program chairs at more than 60 information tables representing academic programs, student services and college activities.

We will also offer campus tours and breakout sessions on popular topics such as:

- financial aid.
- Career and College Promise (dual enrollment).
- enrollment steps
- student employment

Open House will be held:

**Thursday, October 23, 2014**  
Drop in from 4-6:30 p.m.  
Worrell Building, Taylor Gym (Central Campus)  
1228 Elizabeth Ave., Charlotte, NC 28204

We hope to see you there! If you have any questions please contact Outreach & Recruitment at 704.330.6637 or outreach@cpcc.edu.

If you are a school or organization that would like to bring a group of students to Open House, please contact Meaghan Hamilton at 704.330.2722 ext. 3372 or Meaghan.Hamilton@cpcc.edu. We can arrange group tours or separate meeting space, if desired.

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**Online College Catalog**

CPCC is continuing a completely online format for our 2014-15 College Catalog. It can be accessed by clicking [http://catalog.cpcc.edu/](http://catalog.cpcc.edu/) You can search for programs and print off individual pages as needed without having to purchase or store a new book each year.

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**Geek Fest!**

**ATTENTION local high schools!**

**The 11th Annual "THE Geek Fest" Technology and Innovations Event is here on Thursday, November 13, 2014, at CPCC's Levine Campus**

THE Geek Fest, a celebration of innovation and technology, is coming to CPCC’s Levine Campus on **Thursday, Nov. 13th from 9 a.m. to 6 p.m.** and will feature the latest in technology, innovation and professional opportunities. This event gives our students the opportunity to see the college campus, interact with speed geek technologies and learn more about all the other innovation technology programs we have to offer. This is a **FREE** event and we encourage the greater Charlotte community and surrounding areas to participate.

Attendees will interact with exciting new technologies, meet innovative companies and learn from industry experts. This year’s event will highlight a variety of exciting topics, including launching a startup business, product development, social media, programming and software development, video game design, animation, automotive technology, business intelligence, mobile computing, e-learning,
instructional technology and much more. Activities will include a Microsoft IT Camp, guest speakers, demonstrations, activities, webcasts, video games, music, contests, food and door prizes.

Don’t miss this must-attend event that will inspire you to discover – and embrace – your inner geek! Come and Get Your Geek on!

For planning purposes, please let me know if you are planning to bring a large quantity of students on buses or vans. You can contact Katrina Johnson at Katrina.Johnson@cpcc.edu or 704.330.6656.

For information, click http://www.thegeekfest.com/.

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**Collegiate Test Prep - SAT Test Prep**

**NEW! ACT Exam Prep available Fall 2014!**
October 6–29
Hours: Mondays & Wednesdays
6 – 9pm

**Location:** CPCC Central Campus

**Registration Fee Non-Credit:** $350 per student (fee includes textbook, supplementary materials, full length released ACT test and detailed score report.)

**NEW! College Application Boot Camp available Fall 2014!**
October 11, 18, 25, November 1 & 8
Hours: Saturday 9 a.m. – 1 p.m.

**Registration Fee Non-Credit:** $350 per student (includes program materials and supplies, and campus visit fees)

**Location:** CPCC Central Campus

**2014 SAT Exam Prep Dates**

**Upcoming Session**
November 1, 8, 15 & 22
Hours: Saturday 9 a.m. – 1 p.m.

**Locations:** CPCC Levine and Central Campuses

**Registration Fee Non-Credit:** $250 per student (fee includes textbook, supplementary materials and online access to additional study tools.)

**2014 TEAS V Exam Prep Dates**
Upcoming Session
October 28 – November 20
Hours: Tuesdays & Thursdays
6 – 9 p.m.

Location: CPCC Central Campus

Registration Fee Non-Credit: $350 per student (fee includes, TEAS V Study Manual, TEAS V Practice Form A and TEAS V Practice Form B)

To register and for additional information, visit www.collegiatetestprep.com or call 704.330.2722 ext. 3875.

CPCC Online Interest Card

As you meet with your seniors over the next few months you can use our Online Interest Card to send the student’s contact information to us. This information allows us to follow-up with them about any questions they may have about attending CPCC.

If you would like to opt-out of this newsletter please email Meaghan.Hamilton@cpcc.edu to be removed from the distribution list.