Legal Administrative Assistant Certificate

This certificate program prepares students to work as a legal administrative assistant. The curriculum provides training for students in entry-level positions as well as for those who are upgrading existing skills.

Suggested/Sample Course Sequence

The sequence taken by the student may vary depending on prerequisites, course availability, and personal/professional responsibilities.

(Major Code 5050; State CIP Code 22.0301)

- Business Office Technology
- Gainful Employment Data

First Semester

BOT 103	Business English	3
BOT 105	Keyboarding and Formatting I	3
BOT 106	Intro to Business Computer Applications*	3
BOT 130	Office Systems Concepts	3
Total Hours		12

Second Semester

BOT 110	Skillbuilding I*	1
BOT 150	Records Management*	3
BOT 155	Word Processing Application I*	2
LAW 121	Introduction to Law	3
Total Hours		9

Third Semester

BOT 125	Document Formatting*	1
BOT 160	Legal Transcription*	3
BOT 255	Word Processing Applications II*	2
LAW 201	Advanced Legal Technology*	3
Total Hours		9

Fourth Semester

BOT 265	Computerized Office Applications*	3
BOT 275	Office Internship I*	1
Total Hours		4

Total Program Hours: 34