

Legal Administrative Assistant Certificate

This certificate program prepares students for legal office positions in law firms, courthouses, and business legal offices. Emphasis is on learning legal terminology and preparing legal documents as well as developing communication, decision-making, and problem-solving skills; and the use of current web tools and software application programs. The program provides training for students in entry-level positions as well as for those who are upgrading existing skills.

(Major Code 5050; State CIP Code 22.0301)

- Business Office Technology
- Gainful Employment Data

Prerequisite for Required Courses

Note: Prior to beginning the program, the student must take the following prerequisite, or have taken the equivalent transfer course, or have passed the waiver test (if applicable), or have obtained a waiver from the department.

BOT 101	Keyboarding	0-1
Total Hours		0-1

First Semester

BOT 103	Business English and Proofreading	3
BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
CPCA 128	PC Applications: MS Office	3
LAW 121	Introduction to Law	3
Total Hours		15

Second Semester

BOT 160	Legal Document Preparation and Terminology*	3
BOT 205	Workplace Professionalism	1
CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 228	PC Applications II: MS Office*	3
HC 130	Medical Terminology for Healthcare Professions	3
LAW 201	Advanced Legal Technology*	3
Total Hours		15

Total Program Hours: 30-31