

# Legal Administrative Assistant Certificate

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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 Program web page (<http://www.jccc.edu/academics/credit/business-office-technology/>)

## First Semester

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

## Second Semester

BOT 160	Legal Document Preparation and Terminology*	3
BOT 260	Desktop Publishing for the Office: Publisher*	3
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		17

**Total Program Hours: 32**