

# 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 about the U.S. legal system, Legal office procedures, legal terminology, as well as developing communication, decision-making, and problem-solving skills, and using current online 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.

**Note:** *The Legal Administrative Assistant Certificate is not associated with the JCCC Paralegal programs and is not intended to prepare students to work as a paralegal.*

(Major Code 5050; CIP Code 22.0301)

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

## Certificate Requirements

### Fall Semester

Code	Title	Hours
BOT 105	Business Document Preparation*	3
BOT 130	Business Office Procedures	3
CSS 128	PC Applications: MS Office	3
LAW 121 or BLAW 261	Introduction to Law Business Law I*	3
LAW 134	Introduction to Legal Technology*	3
<b>Total Hours</b>		<b>15</b>

### Spring Semester

Code	Title	Hours
BOT 260	Desktop Publishing for the Office: Publisher*	3
CSS 118	Groupware: Outlook*	1
CSS 121	Introduction to Project Management*	1
CSS 228	PC Applications II: MS Office*	3
ENGL 121	Composition I*	3
HC 130	Medical Terminology for Healthcare Professions	3
LAW 201	Advanced Legal Technology*	3
<b>Total Hours</b>		<b>17</b>

**Total Program Hours: 32**

\* This course has registration requirements.