# Legal Office Systems

***Certificate of Achievement - Legal Office Assistant*** *Program Code 143*

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## Program Prerequisites

Proficiency in reading, English, and mathematics on the assessment or successful completion of recommended classes. See course descriptions for specific course prerequisites.

## Certificate Requirements — Credit Hours

### College Requirements

English 101, English Composition ..... 3

### Major Requirements

Business Administration 210, Business Correspondence ..... 3
Law Enforcement 140, Introduction to Criminal Justice ..... 3
Office Information Systems 104, Proofreading and Editing ..... 2
Office Information Systems 114, Computer Applications 1 ..... 3
Office Information Systems 125, Records Management ..... 3
Office Information Systems 201, Computer Applications 2 ..... 3
Office Information Systems 205, Integrated Business Projects ..... 4
Office Information Systems 211, Office Procedures (cert. only) ..... 3
Office Information Systems 219, Legal Office Procedures ..... 3

### Program Electives (Select 3 hours for certificate)

Business Administration 101, Business Accounting I ..... 3
Business Administration 115, Principles of Customer Service ..... 3
Business Administration 150, Job Search Seminar ..... 1
Business Administration 209, Principles of Marketing ..... 3
Business Administration 211, Principles of Management ..... 3
Computer Information Systems 106, Operating Systems ..... 3
Computer Information Systems 111, Database Concepts ..... 3
Computer Information Systems 295, Project Management ..... 3
Office Information Systems 262, Office Co-op II ..... 3

## About the Area of Study

The Legal Office Systems program prepares you for a highly skilled job in the legal profession. You will learn legal machine transcription and legal office procedures, computer software, keyboarding, and other general business procedures; business law will also be covered in the degree program. As a legal office assistant you may perform a variety of administrative activities for attorneys and legal organizations such as Friend of the Court.

## Certificate Options

By completing the 33-credit program for Legal Office Assistant (courses denoted with single asterisk (*), you may apply for a Certificate of Achievement.

## Sample Course Sequence

An advisor will help you make necessary changes to these recommended sequences.

### Certificate Program

| Semester 1 | Semester 2 |
|---|---|
| ENGL 101 | OIS 125 |
| OIS 114 | OIS 201 |
| BUSA 210 | OIS 204 |
| OIS 211 | OIS 205 |
| OIS 104 | OIS 219 |
| | Program Elective |