

CAREER PROGRAMS

Law Office Administrative Assistant

Law Office Administrative Assistant Certificate

This 28 credit-hour certificate program is designed for individuals who possess a high degree of office skills and are interested in pursuing employment in law firms, government or legal departments of corporations.

A minimum keyboarding speed of 30 words per minute is recommended to enter the program; 40 words per minute is recommended to progress through internship. The program may be taken part-time, and many courses are available on an evening schedule; however, not all courses are offered every semester.

ACC	211	Business Law I.....	3
OFC	102	Survey of Law Office Practice	3
OFC	104	Introduction to Administrative Technology	1
OFC	105	Administrative Human Relations.....	1
OFC	106	Administrative Time Management	1
OFC	107	Internet Applications	1
OFC	133	Word Processing Software I.....	2
OFC	225	Topics in Administrative Technology	1-6
OFC	227	Business Presentations	1
OFC	228	Records Control for the Office.....	1
OFC	229	Meeting and Conference Planning	1
OFC	233	Document Processing in the Law Office	3
OFC	234	Legal Office Procedures	3
OFC	235	Legal Transcription.....	3
OFC	237	Administrative Technology Internship I.....	3