

Legal Office Technology

Career Studies Certificate

Purpose: The Legal Office Technology Career Studies Certificate program is designed to prepare students for employment in the legal office and in other offices where legal services are required.

Occupational Objectives: Legal Secretary, Calendar Clerk, Document Processor, Records Clerk, Administrative Assistant, and Court Clerk

Admission Requirements: General college curricular admission

Program Notes: Students will be required to repeat English and major courses in which grades lower than "C" are received. Major courses are those with prefixes of LGL or AST.

CURRICULUM				
COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
LGL 110	Introduction to Law and the Legal Assistant	3	0	3
LGL 125	Legal Research or	3	0	3
LGL 210	Virginia and Federal Procedure			
BUS 240	Introduction to Business Law	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
AST 243	Office Administration I	3	0	3
AST 205	Business Communications	3	0	3
TOTAL		21	0	21
Total Minimum Credits for Career Studies Certificate in Legal Office Technology				21