

# Office Management (0430) *LEGAL OFFICE SYSTEMS*

COLLEGE CREDIT CERTIFICATE

This program prepares students to assist management by expediting and facilitating the maintenance and production of correspondence, records and planning. In addition, each program provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Legal Office Systems.

For additional information, call (386) 312-4183.

## **CERTIFICATE SPECIFIC COURSES:**

	BUL 1241	Business Law I .....	3
+	BUL 2242	Business Law II .....	3
	CGS 1100	Microcomputer Applications Software .....	3
	GEB 1011	Introduction to Business .....	3
	OST 1435	Legal Terminology .....	3
	OST 2335	Business Communications .....	3
+	OST 2431	Legal Office Procedures with Transcription .....	3
	OST 1764	Microsoft Word for Windows .....	3
+	OST 2850	Microsoft Office Professional .....	3

**REQUIRED TOTAL CREDIT HOURS .....27**

+Prerequisite course required. See course description in catalog.