

# Office Specialist (0450) *LEGAL OFFICE SPECIALIST*

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in the legal industry in positions such as administrative assistant, form processor, general/legal office assistant, legal proofreader, legal support specialist, and legal receptionist. This program is also designed to provide 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
CGS 1100	Microcomputer Applications Software .....	3
GEB 1011	Introduction to Business .....	3
OST 1435	Legal Terminology .....	3
OST 2335	Business Communications .....	3
OST 1764	Microsoft Word for Windows .....	3

**REQUIRED TOTAL CREDIT HOURS .....18**

+Prerequisite course required. See course description in catalog.