

OFFICE SUPPORT (0460) LEGAL OFFICE SUPPORT

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in the legal industry in positions such as assistant office manager, office assistant, information clerk, receptionist, staff assistant, and support clerk. 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 Management - Legal Office Systems.

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

CERTIFICATE SPECIFIC COURSES:

CGS	1100	Microcomputer Applications Software.....	3
GEB	1011	Introduction to Business.....	3
OST	1435	Legal Terminology.....	3
OST	1764	Microsoft Word for Windows.....	3
REQUIRED TOTAL CREDIT HOURS			12

+Prerequisite course required. See course description in catalog.