



**LEGAL OFFICE CERTIFICATE
Certificate Program**

Career Curriculum 00BUS0018
Certificate Program
Minimum Hrs. 33
Major Code: 1.2 220301J

FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I ¹	3	—
BUS 127 Electronic Calculating	1	—
BUS 135 Office Language Skills	3	—
BUS 222 Legal and Social Environment of Business	3	—
BUS 236 Records Management	1	—
BUS 282 Legal Terminology	3	—
	14	

SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 117 Keyboarding II ¹	3	—
BUS 128 Machine Transcription	3	—
BUS 138 Employment Strategy	1	—
BUS 235 Business Correspondence	3	—
BUS 283 Legal Document Processing	3	—
CIS 120 Database Management	3	—
	16	

SUMMER SEMESTER

Dept. No.	Hrs.	Gr.
BUS 205 Word Processing	3	—
	3	

Fall Only Course: Spring Only Course:

BUS 282 BUS 283

¹ Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2008

Career Opportunities: Positions as a legal office specialist are available in law firms, insurance companies, health care facilities, and city, state, and federal government agencies.