LEGAL ADMINISTRATIVE ASSISTANT, CERTIFICATE

Prepares students for entry-level administrative roles within the legal field. Students will learn specialized knowledge and skills for efficiently managing the administrative tasks that support legal offices and professionals, such as attorneys and paralegals.

For more information about Office Technology Information, please visit the program page (http://www.cod.edu/ofti).

Certificate Requirements

Field of Study Code: OFTI.CER.LGLAD

Code	Title	Credits
Program Required Courses		
ENGLI 1101	English Composition I [1]	3
or OFTI 1130	Business Correspondence	
OFTI 1200	Microsoft 365 for Business Professionals	3
LGLST 1100	Introduction to Law and Paralegal Studies	3
OFTI 1203	E-Mail and Electronic Communication	3
OFTI 2500	Professional Office Capstone	3
OFTI 2600	Professional Development	3
LGLST 1150	Drafting Legal Documents	3
LGLST 2425	Law Office Technology	3
Total Credits		**24**

[1] Students interested in pursing a A.A.S. Degree in Legal Studies are recommended to take ENGLI 1101.