

# Legal Administrative Assistant

## Technical Certificate

LA11

### Curriculum

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<b>Occupational Courses</b>	<b>30</b>
<b>Required Courses:</b>	<b>27</b>
ENGL 1010 Fundamentals of English I (3)	
COMP 1000 Introduction to Computer Literacy (3)	
ACCT 1100 Financial Accounting I (4)	
BUSN 1230 Legal Terminology (3)	
BUSN 1240 Office Procedures (3)	
BUSN 1400 Word Processing Applications (4)	
BUSN 1440 Document Production (4)	
BUSN 2220 Legal Administrative Procedure (3)	
 <i>Select ONE of the BUSN course electives below:</i>	<b>3</b>
BUSN 1100 Introduction to Keyboarding (3)	
BUSN 1190 Digital Technologies in Business (2)	
BUSN 1410 Spreadsheet Concepts and Applications (4)	
BUSN 1420 Database Applications (4)	
BUSN 1430 Desktop publishing and Presentation Applications (4)	
BUSN 2160 Electronic Mail Applications (2)	
BUSN 2190 Business Document Proofreading and Editing (3)	
BUSN 2210 Applied Office Procedures (3)	
BUSN 2240 Business Administrative Assistant Internship I (4)	
BUSN 2250 Business Administrative Assistant Internship II (6)	
 <b>Total Credit Hour (minimum):</b>	 <b>30</b>