



**LEGAL ADMINISTRATIVE ASSISTANT
THREE SEMESTER TECHNICAL CERTIFICATE OF CREDIT**

MAJOR CODE: LA11

REQUIRED CREDIT HOURS: 30

CIP Code:22.0301

Program Description: This certificate program is intended to prepare student for immediate employment as entry-level office assistants in law offices and government and corporate legal departments. The program provides students with the knowledge, skills, and attitudes necessary for success in legal offices as receptionists and as office assistants and prepares students in the areas of legal office etiquette, word processing, English grammar, and legal document preparation. Students who complete the certificate should acquire the skills and knowledge to successfully sit for the Professional Legal Secretary certification exam.

Number	Course Name	Credit Hours	Prerequisites/Corequisites
Technical Courses			
ACCT 1100	Financial Accounting I	4	Pre-req: Program Admission or Advisor Approval
BUSN 1230	Legal Terminology	3	Pre-req: Program Admission
BUSN 1240	Office Procedures	3	Pre-req: COMP1000
BUSN 1400	Word Processing Applications	4	Pre-req: COMP1000
BUSN 1440	Document Production	4	Pre-req: BUSN1100, The ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors
BUSN 2220	Legal Administrative Procedure	3	Pre-req: BUSN1230 Co-req: BUSN1440
BUSN XXX3	BUSN Elective (3 Credits)	3	
BUSN XXX3	BUSN Elective (3 Credits)	3	
COMP 1000	Introduction to Computer Literacy	3	Pre-req: READ0097 or equivalent test score
General Studies Courses			
ENGL 1010	Fundamentals of English I	3	Pre-req: (ENGL0097 or Appropriate Placement Test Score), (READ0097 or Appropriate Placement Test Score)

BUSN Electives: BUSN1100, BUSN1190, BUSN1410, BUSN1420, BUSN1430, BUSN2160, BUSN2190, BUSN2210, BUSN2240, BUSN2250

NOTES: Course descriptions are available in the college catalog which can be found online at <https://www.gptc.edu/catalog>. The curriculum is subject to modification to meet changing conditions.

Estimated Costs

Cost Item	#	Cost
Total Credits (\$89/credit) and Course Fees	30	\$2,755
Semester Fees (\$378/semester)	3	\$1,134
Books and Materials		<u>\$2,758</u>
Total Estimated Cost		\$6,647

NOTES: Credit cost assumes 15 or less credits per semester and both the credit cost and fees can change over time (see <http://www.gptc.edu/index.html> for latest tuition rate and fees). Books and materials are priced at current rates for new books from the college bookstore.

Gainful Employment Information: No gainful employment information available for this program.

As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status(except in those special circumstances permitted or mandated by law). Contact Lisa Peters, the ADA Coordinator at 404-297-0522, ext. 1154, ADA504Coordinator@gptc.edu or at the main DeKalb campus, 495 N.Indian Creek Drive, Clarkston, GA 30021, Room A-170; or Dr. Debra Gordon, the Title IX Coordinator, at 404-297-9522, ext. 1176, TitleIXCoordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkson, GA 30021 Room A103 for assistance.For more information about our graduation rates and other important program information, please visit our website at <https://www.gptc.edu/gainfulemployment>.

Georgia Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees, diplomas and technical certificates of credit. Contact the [Commission on Colleges](#) at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College. The Commission should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards. Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Commission on Colleges.