



Career Studies include variable length programs for students. Options amount to the equivalent of one or more semesters of full-time community college work (9-29 credits).

To be admitted to a Career Studies Certificate Program, one must meet the general requirements for admission to the College. Some courses may require prerequisites or demonstrated entry-level proficiency.

Career Studies (221-260-01)

## Legal Office Assisting

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
<b>First Semester</b>			
AST 141 Word Processing I	3	0	3
BUS 241 Business Law I	3	0	3
ENG 111 English Composition	3	0	3
LGL 110 Introduction to Law & the Legal Assistant	3	0	3
LGL 120 Legal Terminology	3	0	3
SDV 101 Orientation to Business Programs	1	0	1
<b>Total</b>			<b>16</b>
<b>Second Semester</b>			
AST 108 Telephone Techniques	1	0	1
AST 238 Word Processing Advanced Operations	3	0	3
LGL 117 Family Law	3	0	3
LGL 230 Legal Transaction	3	0	3
LGL 115 Real Estate Law	3	0	3
<b>Total</b>			<b>13</b>

**29 credits required to graduate**

### Faculty Contact

Ms. Beth Snodgrass

Location: Phillips-Taylor Hall