

ADMINISTRATIVE ASSISTANT: LEGAL EMPHASIS Certificate

This short-term certificate prepares students interested in working in a legal environment such as law offices, courts, and police departments, as well as in legal departments of business or government offices. Emphasis is placed on business law, ethics, and the production of quality documents. The benefit of completing the Administrative Assistant Legal Emphasis Certificate will prove to be advantageous when seeking employment opportunities.

I. General Education: Allied Studies Requirements.....4 Credits

Goal 13: Career and Personal Development

BTEC 2870, Employment Strategies, 1 cr

ENGL 1630, English Grammar for Careers, 3 cr

II. Professionally-Related Business Requirements.....19 Credits

BTEC 1230, Machine Transcription, 3 cr

BTEC 1240, Quality Issues for Business Transcription, 1 cr

BTEC 1320, Word Processing I, 3 cr

BTEC 2330, Word Processing II, 3 cr

BTEC 2220, Business Communication, 3 cr

PHIL 1125, Ethics, 3 cr

BUS 2210, Legal Environment of Business, 3 cr

OR

BUS 2227, Business Law I, 3 cr

TOTAL.....23 Credits

RECOMMENDED COURSE SEQUENCE:

1ST SEMESTER

ENGL 1630 3 cr

BTEC 1320 3 cr

BUS 2210 3 cr

OR

BUS 2227 3 cr

PHIL 1125 3 cr

2ND SEMESTER

BTEC 1230 3 cr

BTEC 1240 1 cr

BTEC 2220 3 cr

BTEC 2330 3 cr

BTEC 2870 1 cr

Implemented: Fall 2010