



## Legal Administrative Assistant Certificate (LA11) 30 Credit Hours

**Program Description:**

This certificate program is intended to prepare students 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.

**Contact:**

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**Program Coordinator**  
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**Website:**

<https://sctech.smartcatalogiq.com/en/current/catalog/business-programs/la11-legal-administrative-assistant-technical-certificate-of-credit/>

### Certificate Requirements

#### Program Specific

- Courses offered online only

*S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester*

|   | Grade | Semester 1   | S                  | CR             | Notes & Milestones  |
|---|-------|--|--------------------|----------------|---|
| ✓ |       | COMP 1000 Introduction to Computer Literacy  | ALL                | 3              |   |
|   |       | BUSN 1240 Office Procedures  | ALL                | 3              |   |
|   |       | BUSN 1440 Document Production  | ALL                | 3              | Online typing test required: <a href="#">Typing Test</a>  |
|   |       | BUSN 1400 Word Processing Applications   | ALL                | 3              |   |
|   |       | Occupational Elective  | ALL                | 3              | <a href="#">List of Guided Occupational Electives</a>   |
|   |       |  |                    | <b>15</b>      | <b>Program Semester hours</b>   |
| ✓ | Grade | Semester 2   | S                  | CR             | Notes & Milestones  |
|   |       | <b>Select ONE:</b><br>ENGL 1010 Fundamentals of English I -OR-<br>ENGL 1101 Composition and Rhetoric                   | ALL<br>ALL         | 3<br>3         |   |
|   |       | <b>Select ONE:</b><br>ACCT 1100 Financial Accounting I -OR-<br><br>BUSN 2200 Office Accounting                         | ALL<br><br>ALL     | 3<br><br>4     | <b>Prerequisite:</b> MATH AND COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better   |
|   |       | <b>Select ONE:</b><br>BUSN 1230 Legal Terminology<br>PARA 1100 introduction to law and Ethics                          | ALL<br>ALL         | 3<br>3         |   |
|   |       | <b>Select ONE:</b><br>BUSN 2220 Legal Administrative Procedure<br><br><br>PARA 1105 Legal research and Legal Writing I | ALL<br><br><br>ALL | 3<br><br><br>3 | <b>Prerequisite:</b><br>BUSN 1230 - Legal Terminology with a grade of C or better<br><b>Corequisite:</b><br>BUSN 1440 - Document Production<br><br><b>Prerequisite:</b><br>ENGL 1101 - Composition and Rhetoric with a grade of "C" or better, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better |
|   |       |  |                    | <b>15</b>      | <b>Program Semester Hours</b>   |

Meet with your Academic Advisor to ensure you are viewing the latest and most accurate information.

**Employment Opportunities:** <https://www.sctech.edu/career-services/>

**Financial Aid by Program:** <https://www.sctech.edu/sctc-programs-by-financial-aid-fund-type/>

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