

■ LEGAL OFFICE ASSISTANT CERTIFICATE (LOAC)

Flanagan Campus, Lincoln only

The Legal Office Assistant Certificate Program is designed specifically for students interested in acquiring the skills needed for entry-level legal administrative support positions in the least amount of time. Rewarding career opportunities for graduates of this program are expected to remain constant

Students who successfully complete this program have a background in legal terminology, Microsoft Office applications and language skills. In their last semester, students are given the opportunity to work in a local legal office. All credits earned in this certificate program may be applied to the Legal Administrative Assistant Degree Program.

This program is available full time or part time, days or evenings. Some courses are offered days only. To complete this program within the two semesters, applicants must already be able to type at the rate of 25 words per minute before enrolling or they must enroll in the Microcomputer Keyboarding course, which will extend completion time.

TIP:

Take courses in the order they are listed.

First Semester: COMI 1100; ENGL 1400; OFTD, 1220, 1130; ADAS 2510; LAWS 2050; LEGL 2310

Second Semester: ADAS 2610; OFTD 1280; OFTD 1170, 1140; ADAS 2620 or 2380; OFTD 1180

MAJOR REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> ENGL 1400	Business Writing for Office Professionals	3
<input type="checkbox"/> OFTD 1220 P	Microsoft Office Applications I	4
<input type="checkbox"/> ADAS 2510 P	Microsoft Office Applications II	3
<input type="checkbox"/> OFTD 1130	Editing Skills for Office Communications I	2
<input type="checkbox"/> LAWS 2050	Law of Contracts	3
<input type="checkbox"/> LEGL 2310	Legal Forms and Terminology	2
<input type="checkbox"/> ADAS 2610 P	Microsoft Office Applications III	3
<input type="checkbox"/> OFTD 1280	Editing Skills for Office Communications II	3
<input type="checkbox"/> OFTD 1170 P	Office Transcription I	2
<input type="checkbox"/> OFTD 1140	Office Technology and Procedures I	3
<input type="checkbox"/> ADAS 2620 OR 2380	Career Development OR Office Administrative Cooperative Work Experience (optional)	3-4
<input type="checkbox"/> OFTD 1180	Speech Recognition Software Applications I	1
Total Certificate Credits		29-33

P This course has a prerequisite. See Course Descriptions section for class hours, prerequisites and corequisites.