



Legal Office Certificate (C2537A01)

2016/17 Curriculum Sheet

Coordinator: Kathy Worthington - Phone: 252-493-7376 - Email: kworthington@email.pittcc.edu

Student Name: _____
 Advisor: _____
 Phone: 252-493-7 _____

Anticipated Graduation Date: _____
 Email: _____
 Office Location: _____

Fall I								
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites	
BUS	115	Business Law I	3	0	0	3	None	
OST	131	Keyboarding	1	2	0	2	None	
OST	155	Legal Terminology	3	0	0	3	None	
Total Recommended Hours (Maximum)			7	2	0	8		

Spring 1								
OST	134	Text Entry and Formatting	2	2	0	3	OST 131	
Total Recommended Hours (Maximum)			2	2	0	3		

Summer I								
OST	156	Legal Office Procedures	2	2	0	3	OST 134	
OST	252	Legal Transcription I	2	2	0	3	OST 155 and OST 134 or OST 136	
Total Recommended Hours (Maximum)			4	4	0	6		
Total Program Hours (Maximum)						17		

Program's highest developmental courses that MUST be completed	Placement scores determine required courses
	Score =

Notes:
 Students must take the following courses online from Gaston College: OST 156, OST 252

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.