



Administrative and Healthcare Technologies Department
Office Administration Program
Legal Certificate (C2537007)

2023/2024 Curriculum Sheet

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Spring I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
OST	131	Keyboarding	1	2	0	2	None
BUS	115	Business Law	3	0	0	3	None
Total Recommended Hours						5	

Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
OST	155	Legal Terminology	3	0	0	3	None
OST	134	Text Entry and Formatting	2	2	0	3	OST 131
Total Recommended Hours						6	

Spring II							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
OST	156	Legal Office Procedures	2	2	0	3	OST 134
OST	251	Legal Document Formatting	2	2	0	3	OST 155 and OST 134
Total Recommended Hours						6	

Total Program Hours	17
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Program's highest developmental courses that MUST be completed. Placement determined by transcript or test score.

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Notes:

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Please note that this is a possible semester-by-semester course of study. Any developmental 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.