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

2026-2027 Curriculum Sheet

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	Semester 1							
	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**	

	Semester 2							
☐	OST	134	Text Entry and Formatting	2	2	0	3	OST 131
☐	*OST	155	Legal Terminology	3	0	0	3	None
			Total Recommended Hours				**6**	

	Semester 3							
☐	*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 Certificate Hours	**17**

NOTE: Courses with * must be taken at another community college and credits must be transfered back to PCC.

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.