



Cowley College Degree Grid

The Legal Office Assistant certificate will prepare the student for an entry-level position as a legal office assistant. Students will acquire skills in proofreading, document formatting, legal office procedures, legal terminology, legal transcription, business English, and basic accounting. Students will gain additional skills in records management, advanced computer applications, written and oral communication, and word processing. Professionalism, ethics, and flexibility are also stressed in the program, as employers are looking for employees who exhibit these characteristics.

BUSINESS ADMINISTRATIVE TECHNOLOGY: LEGAL OFFICE ASSISTANT (Vocational Certificate)

COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
TECHNICAL REQUIREMENTS					
<u>OFT1630</u>	Business English	3			
<u>OFT1614</u>	Advanced Document Formatting	3			
<u>OFT1665</u>	Legal Terminology	3			
<u>OFT1668</u>	Legal Transcription	3			
<u>OFT1666</u>	Legal Office Procedures	3			
<u>ACC1111</u>	Fundamentals of Accounting		3		
<u>CAP1517</u>	Advanced Computer Applications		3		
<u>OFT1675</u>	Records Management		3		
<u>CAP1722</u>	Word Processing		3		
<u>PHO6460</u>	Ethics		3		
<u>OFT1640</u>	Business Communications		3		
TOTAL HOURS 33		15	18		

Depending on the individual student's skill level and assessment scores, students may be required to take the necessary basic skill courses (Keyboarding, Basic Document Formatting, and/or Computer Applications) prior to enrolling in the program.