

# Short-Term Legal Certificate

**Program**

Office Administration and Technology

**Degree Type**

Short-Term Certificate

**Location**

Online

## Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

## Field of Study Courses

OAD 101 will be required for students who do not have keyboarding fundamentals.

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
	OAD 131 or OAD 133	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
BUS 189	HUMAN RELATIONSHIPS	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
OAD 201	Legal Terminology	3
OAD 203	LEGAL OFFICE PROCEDURES	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
	<b>Total Credits</b>	<b>28</b>