

LAWSON STATE COMMUNITY COLLEGE

Office Administration – Legal Technology – Short Certificate

- All elective(s) and/or substitutions must be approved by the area advisor.
- BUS 210 (Intro to Accounting) is recommended as a prerequisite for BUS 241.
- BUS 296 (Internship) **MUST** be taken in the last semester of enrollment.
- **NOTE:** OAD 101 (Beginning Keyboarding) or at least 45 GWPM is recommended as a prerequisite for OAD 125.

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Course#	Description	Semester Hours
General Studies Courses		
ORI 101	Orientation	1
Area V – Pre-Professional/Major Courses		27
BUS 215	Business Communication	3
BUS 241	Principles of Accounting	3
BUS 263	Legal/Social Env. Of Business	3
CIS 146	Microcomputer Applications	3
OAD 125	Word Processing	3
OAD 138	Record/Information Management	3
OAD 201	Legal Terminology	3
Electives (ACC, BUS, CIS, OAD)		6
Total Required Hours For Degree		28