

LEGAL OFFICE MANAGEMENT, COLLEGE CREDIT CERTIFICATE

Program Code: LGCC

Meta-Major: BUSN

Location(s): Online

Delivery Method(s): Online

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Additional Limited Access Application Process Required: No

Program Testing Requirements:

Classification of Instructional Programs (CIP) Code: 22.0301

Florida Department of Education CIP Code: 0522030100

This certificate is part of the [Office Administration AS – Legal Option](#) degree program. This program is comprised of selected courses offered as a part of the [Office Administration Program](#). It is designed to provide the student with the fundamentals in computer applications, mathematics, and business communications that will be valuable to the student planning to work in a legal office environment. The program is also designed to assist in training or retraining of existing employees that are changing roles or positions. [Visit the program page for more details and how to apply.](#)

Certificate Requirements

Code	Title	Credit Hours
Major Courses		
CGS 2100	Microcomputer Applications	3
OST 1100	Keyboarding 1	3
OST 1384	Customer Service	3
OST 1435	Legal Terminology	3
OST 1581	Professional Development in the Work Environment	3
OST 2335	Business Communications	3
OST 2355	Records Management and Filing	3
OST 2431	Legal Office Procedures	3
Electives		
OST 1212	Shorthand	3
or OST 1791	Digital Information Management	
Total Credit Hours		27