**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**OFFICE ADMINISTRATION/**

**LEGAL OFFICE FOUNDATIONS CERTIFICATE (C25370H2)**

Effective: Fall 2024

Revised: 02/02/24

The Legal Office Foundations certificate is designed to introduce students to the foundations of a legal office.

Course work includes legal terminology, business law, office applications, and office procedure skills.

Credits obtained in these courses transfer directly into the FTCC Associate Degree in Office Administration/Legal Office program.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| BUS115 | Business Law I | 3 | 0 | 0 | 3 |
| OST155 | Legal Terminology | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **6** | **0** | **0** | **6** |

**SPRING SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OST137 | Office Applications I | 2 | 2 | 0 | 3 |
| OST181 | Office Procedures | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **4** | **4** | **0** | **6** |

# TOTAL REQUIRED CREDITS.... 12

**Work-Based Learning Option:** NA