

LEGAL OFFICE PROFESSIONAL

Certificate Requirements

Code	Title	Hours
BAT 113	Intro Acct and Acct Software	4
BAT 122	Business Communications	4
BAT 130	Word Processing	4
BAT 140	Document Processing	4
BAT 172	Spreadsheet Management	4
BAT 180	Human Relations	4
BAT 200	Business Law	4
BAT 212	Professional Skills & Ethics	4
BAT 215	Database Management	4
LOP 240	Legal Terminology	5
LOP 250	Legal Office Projects	3
LOP 260	Legal Transcription	4
Total Hours		48