



NSCC Guided Pathway

2019-20

Legal Office Support Certificate (LOS) – Business and Administration Pathway Certificate • Career & Technical Education and Business Division

Recommended Course Selection Sequence	Required	Credits	Course Offered	CPL Option	Completion
OFT101 Keyboarding and Word Processing	Ⓡ	3	Fall only	X	<input type="checkbox"/>
OFT114 Business Communications	Ⓡ	3			<input type="checkbox"/>
OFT212 Administrative Office Procedures	Ⓡ	3	Fall only	X	<input type="checkbox"/>
PLG101 Introduction to Law and Paralegal Practice	Ⓡ	3			<input type="checkbox"/>
BUS102 Business Law	Ⓡ	3		X	<input type="checkbox"/>
OFT102 Advanced Keyboarding and Word Processing	Ⓡ	3		X	<input type="checkbox"/>
OFT222 Spreadsheets and Presentation Graphics	Ⓡ	3		X	<input type="checkbox"/>
PLG108 Real Estate Law or PLG104 Basic Criminal Law and Procedure or PLG205 Computer Applications for the Law Office	Ⓡ	3			<input type="checkbox"/>
BUS132 Business Workplace Seminar	Ⓡ	1		X	<input type="checkbox"/>
Total Program Credits:		25			

Program Notes

- Open admissions
- Stackable credential
- Day program

Campus Information

- Lynn campus based

Additional Graduation Requirements

- Cumulative CLGPA at or above 2.0
- Submit your intent to graduate form at: www.northshore.edu/register

Advising Notes

- This certificate is designed upon completion for a student to be eligible for entry level employment as a legal office support professional.
- For students interested in continuing their education in the legal office administrative pathway, courses in this certificate count towards Legal Office Administrative Assistant Degree.
- Courses are listed in the recommended order you should take them.
- Many courses have prerequisite requirements that must be fulfilled to be eligible to enroll in the course.
- Taking classes in the winter intersession and summer can accelerate your time to degree completion.
- All student degree audits for graduation purposes will be based off the official program of study the student is enrolled in.

Ⓡ Required course for degree

X Center for Alternative Studies & Educational Testing (CAS) – Course competencies and prerequisites may be fulfilled through Credit for Prior Learning (CPL). Visit www.northshore.edu/cas for more information.



Congratulations NSCC Graduate!