

Nashville State Community College
Law Office Technology Technical Certificate
Pending TBR Approval and Permission by the ABA for Non-ABA Approved Certificates

NAME: _____

A# _____

CATALOG YR: 2023-2024

FALL SEMESTER					NOTES
Course No. and Title	Credit	Term	Grade	Prerequisite	
BUSN 1360 Software Applications for Business	3			Director approval required.	
LEGL 1315 Technology in the Law Office	3			Director approval required.	
Technical Elective (Choose one from the following: CITC 1303 Database Concepts, CITC 1330 Microsoft Desktop Operating Systems, ACCT 1010 Principles of Accounting)	3			Director approval required.	
Total Credit Hours	9				
SPRING SEMESTER					NOTES
Course No. and Title	Credit	Term	Grade	Prerequisite	
LEGL 1301 Legal Ethics & Professionalism	3			Director approval required.	
LEGL 1320 Legal Research	3			Director approval required.	
LEGL 2370 eDiscovery	3			Director approval required.	
Total Credit Hours	9				
Total Certificate Credit Hours	18				

Program Notes:

To receive your certificate, you must complete and file an Intent to Graduate form. This form can be obtained from the Records Office or downloaded from the Records Office website.