

**Nashville State Community College  
Law Office Technology Technical Certificate**

**NAME:** \_\_\_\_\_

**A#** \_\_\_\_\_

**CATALOG YR: 2024-2025**

<b>FALL SEMESTER</b>					<b>NOTES</b>
<b>Course No. and Title</b>	<b>Credit</b>	<b>Term</b>	<b>Grade</b>	<b>Prerequisite</b>	
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.	
<b>Total Credit Hours</b>	<b>9</b>				
<b>SPRING SEMESTER</b>					<b>NOTES</b>
<b>Course No. and Title</b>	<b>Credit</b>	<b>Term</b>	<b>Grade</b>	<b>Prerequisite</b>	
LEGL 1301 Legal Ethics & Professionalism	3			Director approval required.	
LEGL 1320 Legal Research	3			Director approval required.	
LEGL 2370 eDiscovery	3			Director approval required.	
<b>Total Credit Hours</b>	<b>9</b>				
<b>Total Certificate Credit Hours</b>	<b>18</b>				

**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.