

# Navajo Technical University

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

## Certificate – Legal Assistant Requirements 37 Credits

The Legal Assistant Certificate is intended to provide students with office skills and specialized legal knowledge and training in order to work as legal assistants under the supervision of attorneys and law advocates in the tribal, state, and federal legal and judicial systems. The Legal Assistant Certificate program combines courses from the Administrative Office Specialist program, the Information Technology program, and the Law Advocate program, giving the student knowledge and skills in a variety of areas.

GENERAL EDUCATION REQUIREMENTS		Credits	Prerequisites	Semester/Transfer	Grade
ENGL 1210	Technical Communications	3	ENGL100 or satisfactory placement scores		
MTH 113	Technical Mathematics	3	SEE CATALOG		
NAVA 2230	Navajo Government	3			
BCIS 1115	Introduction to Computers	3			
SSC 100	College Success	1			
<b>LEGAL ASSISTANT CORE COURSES</b>					
<b>Semester ONE</b>		<b>Credits</b>			
ADM 101	Keyboarding and Formatting I	3			
ADM 113	Office Procedures	3			
LAW 205	Professional Responsibility & Ethics	3			
LAW 206	Legal Research & Writing	3	ENGL 1210 or ENGL 1110		
<b>Semester TWO</b>					
ITS 120	Microsoft Office Suite	3	BCIS 1115		
CJUS 1110	Introduction to Criminal Justice	3			
NAVA 2220	Navajo History	3			
LAW 208	Dine Fundamental Law I – Principles	3			
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>37</b>			

*\*\* Please check course descriptions for the appropriate prerequisite course(s).*

	Signatures	Date
Student:		
Advisor:		
Registrar:		
Graduation Date:		

Updated 7/14/2024