

Course Plan-Certificate
Law Firm Administration Concentration
FY 2013 - 2014

Name: _____

Student ID: _____

Certificate Degree Requirements – Course Title	Course Number	Prerequisites	Credit Hours	Projected Semester Completion	Completed?
A. Certificate Specialized Courses – Required		Subtotal: 10 hours			
Legal Practice Seminar	L 4420		2		<input type="checkbox"/>
Financial Management for the Legal Administrator	M 4901	M 4410 – Accounting for the Legal Administrator	3		<input type="checkbox"/>
Business Development: Marketing and Client Services	L 4700		3		<input type="checkbox"/>
Law Firm Administration	M 4201		3		<input type="checkbox"/>
B. Other Courses*					
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Total Credit Hours Required for Degree:	18 hours				

MSLA Director

Date

*** All certificate students are responsible for completing the necessary courses for the certificate. All students are required to meet with the Director each term to ensure certificate requirements are met.