

• Office Administration - Legal Administrative Assistant •
Associate in Applied Science Degree

LENGTH: Four Semester (Two-Year) Program

PURPOSE: The Associate of Applied Science Degree in Office Administration - Legal Administrative Assistant is an occupational degree. Every day the demand for skilled administrative assistants in law offices and related field offices and industry continues to grow and expand.

OCCUPATIONAL OBJECTIVES: This curriculum is designed to prepare students to enter full-time employment in the legal administrative assistant field.

AREA I WRITTEN COMPOSITION

ENG 101.....English Composition I..... 3

AREA II HUMANITIES AND FINE ARTS

ART 100 or MUS 101 Art Appreciation or Music Appreciation 3
 SPH 107 Fundamentals of Public Speaking 3

AREA III NATURAL SCIENCES AND MATHEMATICS

MTH 116 or BUS150 Mathematical Applications or Business Math..... 3
 OAD 125 Word Processing 3
 Natural Science Elective 4

AREA IV HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE

Social Science Elective 3

AREA V PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES

BUS 215 Business Communications 3
 CPT 130..... Introduction to Information Systems 3
 OAD 103* Intermediate Keyboarding 3
 OAD 104 Advanced Keyboarding 3
 OAD 130 Electronic Calculations 3
 OAD 137 Computerized Financial Record Keeping..... 3
 OAD 217 or OAD 242..... Office Management/Office Internship 3
 OAD 243 Spreadsheet Applications..... 3
 OAD 201 Legal Terminology 3
 OAD 126 Advanced Word Processing..... 3
 OAD 203 Legal Office Procedures..... 3
 OAD 202 Legal Transcription 3
 OAD 246 Office Graphics and Presentations 3
 WKO 107..... Work Place Skills Preparation..... 1
 CHOOSE TWO OF THE FOLLOWING COURSES 6
 OAD 127 Business Law
 OAD 138 Records/Information Management
 OAD 233 Trends in Office Technology

Total Hours **68**

*Must be able to keyboard at 35 wpm or successfully complete OAD103.