

OFFICE ADMINISTRATION (2146) LEGAL OFFICE SYSTEMS

ASSOCIATE IN SCIENCE DEGREE

This program is designed to meet the needs of students desiring college-level training in office administration. This specialization is designed for students desiring office systems skills dealing primarily with law. This program is also designed to provide supplemental training for persons previously or currently employed in this program area.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II	3
	MAC	1105	College Algebra	3
	or			
	MGF	1106	Math for Liberal Arts I	3
	or			
	MGF	1107	Math for Liberal Arts II.....	3
*	_____	_____	Social Science	3
+*	_____	_____	Humanities	3

DEGREE SPECIFIC COURSES:

	BUL	1241	Business Law I.....	3
+	BUL	2242	Business Law II	3
	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	CGS	2525	Presentation Technology.....	3
+	COP	2822	Web Page Authoring.....	3
	GEB	1011	Introduction to Business.....	3
	MTB	1103	Business Mathematics.....	3
	OST	1355	Electronic Records Management	3
	OST	1435	Legal Terminology	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2431	Legal Office Procedures with Transcription.....	3
+	OST	2773	Advanced Word Processing.....	3
+	OST	2850	Microsoft Office Professional.....	3

ELECTIVES (CHOOSE 3 CREDIT HOURS):

	MAN	2300	Human Resource Management	3
	OST	1581	Professional Development in the Workplace	3

REQUIRED TOTAL CREDIT HOURS 63

*Refer to A.A. degree general education requirements.
 +Prerequisite course required. See course description in catalog.