

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 ONE COURSE):

| | | | | |
|--|----------|---|-------|----|
| | 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.