

**Office Technology – Legal Office Assistant - AAS
Program Number 109c**

Student Name: _____

Catalog Year: 2004-2005

Soc. Sec. Number: _____

Student ID Number: _____

GENERAL EDUCATION CORE

| Course Number | General Education Core | Credits Required | Credits Earned | Planning |
|--|---|------------------|----------------|----------|
| ENGL 121 | College Composition I: Expository Writing | 3 | | |
| SOCI 101 | Introduction to Sociology | 3 | | |
| Science | Science Core Course (must include lab) | 4 | | |
| CMSY 129 | Principles of the Internet | 3 | | |
| SPCH 105 | Fundamentals of Public Speaking | 3 | | |
| SPCH 110 | Interpersonal Communications | 3 | | |
| Mathematics | MATH 121, 122, 124, 131 or higher | 3 | | |
| Total Core Credits - minimum of 20 required for degree completion | | | | |

REQUIRED COURSES RELATED TO MAJOR

| Course Number | Required Course | Credits Required | Credits Earned | Planning |
|---------------|----------------------------------|------------------|----------------|----------|
| OFFI 177 | Grammar for Your Job | 2 | | |
| BMGT 100 | Introduction to Business | 3 | | |
| CMSY 102 | Beginning Word Processing | 1 | | |
| OFFI 100 | Office Machines | 1 | | |
| ACCT 111 | Principles of Accounting I | 3 | | |
| BMGT 178 | Business Writing | 1 | | |
| CMSY 101 | Beginning Spreadsheets | 1 | | |
| CMSY 104 | Advanced Word Processing | 1 | | |
| CMSY 132 | Introduction to Windows | 1 | | |
| CMSY 103 | Beginning Databases | 1 | | |
| CMSY 116 | PowerPoint | 1 | | |
| CMSY 136 | Integrated Software Applications | 1 | | |
| CMSY 117 | Advanced Spreadsheets | 1 | | |
| CMSY 118 | Advanced Databases | 1 | | |
| CMSY 127 | Microsoft Outlook | 1 | | |

LEGAL OFFICE ASSISTANT OPTION

| Course Number | Required Course | Credits Required | Credits Earned | Planning |
|---------------|-----------------------------------|------------------|----------------|----------|
| BMGT 151 | Business Law I | 3 | | |
| OFFI 279 | Keyboarding | 1 | | |
| OFFI 102 | Editing Skills | 3 | | |
| OFFI 281 | Legal Document Preparation | 2 | | |
| OFFI 280 | Legal Transcription & Terminology | 3 | | |
| BMGT 152 | Business Law II | 3 | | |
| HMDV 100 | Introduction to Human Relations | 3 | | |
| ENGL 180 | Vocabulary Development | 1 | | |

NOTES:

Developmental Courses: _____

Advisor: _____ Date: _____ GPA: _____

Students are responsible for fulfilling all graduation requirements, including a 2.0 cumulative GPA in all coursework completed at HCC. 3/30/05