

## Office Technology – Legal Office Assistant - AAS Program Planning Sheet

Student Name: \_\_\_\_\_

Catalog Year: 1999-2000

Soc. Sec. Number: \_\_\_\_\_

### GENERAL EDUCATION CORE

| Course Number  | General Education Core                 | Credits Required | Credits Earned | Planning |
|--|--|------------------|----------------|----------|
| ENGL 101   | Introduction to Composition I          | 3                |                |          |
| SOCI 101   | Introduction to Sociology              | 3                |                |          |
| Science  | Science Core Course (must include lab) | 4                |                |          |
| CMSY 126   | Introduction to Internet               | 1                |                |          |
| SPCH 105   | Fundamentals of Public Speaking        | 3                |                |          |
| SPCH 110   | Interpersonal Communications           | 3                |                |          |
| MATH 122   | Ideas in Mathematics                   | 3                |                |          |
| <b>Total Core Credits - minimum of 20 required for degree completion</b> |  |                  |                |          |

### REQUIRED COURSES RELATED TO MAJOR

| Course Number      | Required Course                      | Credits Required | Credits Earned | Planning |
|--------------------|--------------------------------------|------------------|----------------|----------|
| BMGT 102           | Records Management                   | 3                |                |          |
| OFFI 176           | English for the Office Professional  | 3                |                |          |
| CMSY 102           | Beginning Word Processing            | 1                |                |          |
| OFFI 100           | Office Machines                      | 1                |                |          |
| ACCT 111 <b>OR</b> | Principles of Accounting I <b>OR</b> |                  |                |          |
| OFFI 101           | Bookkeeping                          | 3                |                |          |
| BMGT 175           | Business Communications              | 3                |                |          |
| CMSY 101           | Beginning Spreadsheets               | 1                |                |          |
| CMSY 104           | Advanced Word Processing             | 1                |                |          |
| CMSY 132           | Introduction to Windows              | 1                |                |          |
| CMSY 103           | Beginning Database                   | 1                |                |          |
| CMSY 116           | Powerpoint                           | 1                |                |          |
| CMSY 136           | Integrated Software Applications     | 1                |                |          |

### LEGAL OFFICE ASSISTANT OPTION

| Course Number | Required Course                        | Credits Required | Credits Earned | Planning |
|---------------|--|------------------|----------------|----------|
| BMGT 151      | Business Law                           | 3                |                |          |
| OFFI 279      | Keyboarding                            | 1                |                |          |
| OFFI 102      | Editing Skills for Word Processors     | 3                |                |          |
| OFFI 171      | Formatting Business Documents          | 2                |                |          |
| OFFI 281      | Legal Document Preparation             | 2                |                |          |
| OFFI 280      | Legal Transcription & Terminology      | 3                |                |          |
| OFFI 285      | Legal Office Simulation                | 3                |                |          |
| Elective      | Business or Computer Systems Electives | 3                |                |          |

**NOTES:**

Developmental Courses: \_\_\_\_\_  
 \_\_\_\_\_

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

GPA: \_\_\_\_\_