

Administrative Assistant – Legal

The legal administrative assistant program provides instruction in essential administrative assistant with special emphasis on the specific duties of legal assistants. Legal administrative assistant graduates are prepared for jobs as legal office assistants in private legal offices and in municipal, state, and federal government agencies.

Required Program of Study for Diploma (1 year)

FIRST SEMESTER		Credits
Course		
OFFT 1000 Office Calculations	1	
OFFT 1090 Microsoft Word I	3	
OFFT 1110 Records and Information Management	3	
OFFT 1450 Legal Document Formatting	2	
OFFT 1420 Intermediate Keyboarding	3	
BSAD 1400 Introduction to Paralegal Studies	3	
BSAD 2700 Business Law I	3	
		18

SECOND SEMESTER		Credits
Course		
OFFT 1840 Legal Office Practicum	2	
OFFT 2100 Administrative Professional Procedures	3	
ACCT 1060 Basic Accounting Procedures or ACCT 1200 Accounting I	3	
BSAD 2050 Business Communications	3	
BSAD 2710 Business Law II	3	
INFO 1710 Web Page Development	1	
INFO 2100 Spreadsheet Applications	3	
		18

Required Program of Study for Associate of Applied Science Degree (2 years)*

Freshman Year

Successful completion of the Diploma Program.

Sophomore Year

FIRST SEMESTER		Credits
Course		
OFFT 1170 Business English I	3	
OFFT 1300 Cooperative Internship I	3	
OFFT 1430 Advanced Keyboarding	2	
ACCT 1200 Accounting I	3	
ECON 1040 Personal Finance	2	
Math/Algebra (MATH 1045 or higher)	3	
Elective**	3	
		19

SECOND SEMESTER		Credits
Course		
OFFT 1310 Cooperative Internship II	3	
OFFT 1515 Microsoft Word MOS Certification	1	
OFFT 1540 Microsoft PowerPoint	1	
OFFT 1570 Voice Recognition	1	
OFFT 1580 Microsoft Outlook	1	
OFFT 2170 Business English II	2	
OFFT 2440 Microsoft Word II	1	
BSAD 1000 Human Relations and Ethics	3	
INFO 2110 Access Database Applications	3	
		16

*The associate of applied science degree is suggested for those seeking employment upon graduation and feel quite sure that they will not continue their education toward a four-year degree.

**Suggested electives: BSAD 1420 Family Law, BSAD 1440 Estate Law and Administration, BSAD 2600 Real Estate Law, BSAD 1460 Civil Law and Litigation, BSAD 2710 Criminal Law, BSAD 2250 International Business.

Suggested Program of Study for Associate of Arts Degree (2 years)*

Freshman Year

Successful completion of the Diploma Program.

Sophomore Year

FIRST SEMESTER		Credits
Course		
ENGL 1010 English Composition I	3	
HPER 1500 Lifetime Wellness	2	
Oral Communication**	3	
Behavioral Science**	3	
Mathematics**	3-5	
Elective	3	
		17-19

SECOND SEMESTER		Credits
Course		
HPER Basic Sports Series**	1	
Fine/Performing Arts**	3	
History**	3	
English/Literature**	3	
Natural Science**	4-5	
Social Science**	3	
		17-18

*The associate of arts degree is primarily for students interested in a liberal, well-rounded program and suggested for those considering transferring to a four-year institution at some future time.

**See general education requirements.