



Office Administration - Legal AAS (A2537A)

2016/17 Curriculum Sheet

Coordinator: Kathy Worthington - Phone: 252-493-7376 - Email: kworthington@email.pittcc.edu

Student Name: _____
 Advisor: _____
 Phone: 252-493-7 _____

Anticipated Graduation Date: _____
 Email: _____
 Office Location: _____

Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
ACA	111	College Student Success	1	0	0	1	None
ENG	111	Writing and Inquiry	3	0	0	3	DRE 098
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Software Applications	2	2	0	3	None
OST	155	Legal Terminology	3	0	0	3	None
OST	286	Professional Development	3	0	0	3	None
ACC	140	Payroll Accounting	1	2	0	2	ACC 115 or ACC 120
BUS	110	Introduction to Business	3	0	0	3	None
BUS	115	Business Law	3	0	0	3	None
BUS	137	Principles of Management	3	0	0	3	None
Total Recommended Hours (Maximum)			16	6	0	18	

Choose ONE Elective

Spring I							
BUS	115	Business Law I	3	0	0	3	None
OST	134	Text Entry and Formatting	2	2	0	3	OST 131
OST	136	Word Processing	2	2	0	3	OST 131 or permission of Dept. Chair
OST	162	Executive Terminology	3	0	0	3	None
OST	164	Text Editing Applications	3	0	0	3	DRE 098
OST	184	Records Management	2	2	0	3	None
Total Recommended Hours (Maximum)			15	6	0	18	

Summer I							
HUM	115	Critical Thinking	3	0	0	3	ENG 111
HUM	120	Cultural Studies	3	0	0	3	DRE 098 or ENG 095
ACC	111	Financial Accounting	3	0	0	3	DMA 010, DMA 020, DMA 030, DMA 040
ACC	120	Principles of Financial Accounting	3	2	0	4	DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DRE 098
PSY	118	Interpersonal Psychology	3	0	0	3	None
PSY	150	General Psychology	3	0	0	3	DRE 098 or ENG 095
SOC	210	Introduction to Sociology	3	0	0	3	DRE 098 or ENG 095
SOC	213	Sociology of the Family	3	0	0	3	None
SOC	220	Social Problems	3	0	0	3	ENG 111
COM	120	Intro to Interpersonal Communications	3	0	0	3	None
COM	231	Public Speaking	3	0	0	3	None
Total Recommended Hours (Maximum)			12	2	0	13	

Choose ONE Elective

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Fall II							
BUS	121	Business Math	2	2	0	3	DMA 050
OST	156	Legal Office Procedures	2	2	0	3	OST 134
OST	236	Advanced Word Information Processing	2	2	0	3	OST 136
OST	252	Legal Transcription I	2	2	0	3	OST 155 and OST 134 or OST 136
OST	289	Administrative Office Management	2	2	0	3	OST 134, OST 136, and OST 164
Total Recommended Hours (Maximum)			10	10	0	15	

Spring II							
BUS	260	Business Communications	3	0	0	3	ENG 111
OST	138	Advanced Software Applications	2	2	0	3	CIS 110, CIS 111, or OST 137
OST	153	Office Finance Solutions	1	2	0	2	ACC 111 or ACC 120
WBL	112	Work Based Learning I	0	0	20	2	OST 289 (OA Program ONLY)
BIO	161	Introduction to Human Biology	3	0	0	3	None
MAT	110	Mathematical Measurement	2	2	0	3	DMA 010, DMA 020, DMA 030
Total Recommended Hours (Maximum)			9	6	20	13	

Choose ONE Elective

Total Program Hours (Maximum) 77

Program's highest developmental courses that MUST be complete	Placement scores determine required courses
DMA 050 & DRE 098	Score = _____

Notes:
 Program total could exceed 75 depending on elective choices.
 Students must take the following courses online from Gaston College: OST 156, OST 162, OST 252
 Office Administration students must take OST 289 before they will be allowed to enroll in WBL 112

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.