



**Administrative and Healthcare Technologies Department
Office Administration Program**

Office Administration: Legal Office AAS (A25370L)

2023/2024 Curriculum Sheet

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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	See Catalog
MAT	110	Mathematical Measurement	2	2	0	3	See Catalog
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Applications I	2	2	0	3	None
Total Recommended Hours						12	

Spring I							
ACC	111	Financial Accounting	3	0	0	3	MAT 003 with grade P1
COM	120	Intro to Interpersonal Communications	3	0	0	3	None
COM	231	Public Speaking	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 and OST 137
OST	164	Office Editing	3	0	0	3	None
Total Recommended Hours						15	<i>Choose ONE</i>

Summer I							
BUS	115	Business Law	3	0	0	3	None
BUS	260	Business Communication	3	0	0	3	ENG 111
OST	138	Office Applications II	2	2	0	3	OST 137
OST	286	Professional Development	3	0	0	3	None
ECO	251	Prin of Microeconomics	3	0	0	3	See Catalog
PSY	150	General Psychology	3	0	0	3	See Catalog
SOC	210	Introduction to Sociology	3	0	0	3	See Catalog
SOC	213	Sociology of the Family	3	0	0	3	None
Total Recommended Hours						15	<i>Choose ONE</i>

Fall II							
BUS	153	Human Resource Management	3	0	0	3	None
HUM	115	Critical Thinking	3	0	0	3	ENG 111
HUM	120	Cultural Studies	3	0	0	3	See Catalog
OST	155	Legal Terminology	3	0	0	3	None
OST	181	Office Procedures	2	2	0	3	OST 136 and OST 137
OST	184	Records Management	2	2	0	3	None
Total Recommended Hours						15	<i>Choose ONE</i>

Spring II							
BUS	137	Principles of Management	3	0	0	3	None
BUS	151	People Skills	3	0	0	3	None
OST	171	Intro. to Virtual Office	2	2	0	3	None
WBL	112	Work-Based Learning I	0	0	20	2	None
OST	156	Legal Office Procedures	2	2	0	3	OST 134
OST	236	Adv Word Processing	2	2	0	3	OST 136
OST	251	Legal Document Formatting	2	2	0	3	OST 155 and OST 134
OST	289	Office Admin Capstone	2	2	0	3	OST 136, OST 137, and OST 164
Total Recommended Hours						14-15	<i>Choose ONE</i>

Total Program Hours 71-72

Program's highest developmental courses that MUST be completed. Placement determined by transcript or test score.

ENG 002 with grade P2
MAT 003 with grade P1

Notes:

Please note that this is a possible semester-by-semester course of study. Any developmental 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.