



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

**Office Administration: Legal Office AAS (A25370L)**

2021-2022 Curriculum Sheet

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<b>Fall I</b>							
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
<b>Total Recommended Hours</b>			<b>9</b>	<b>6</b>	<b>0</b>	<b>12</b>	

<b>Spring I</b>							
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
<b>Total Recommended Hours</b>			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>	

<b>Summer I</b>							
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 or CIS 110
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
<b>Total Recommended Hours</b>			<b>14</b>	<b>2</b>	<b>0</b>	<b>15</b>	

<b>Fall II</b>							
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
<b>Total Recommended Hours</b>			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>	

<b>Spring II</b>							
BUS	137	Principles of Management	3	0	0	3	None
BUS	151	People Skills	3	0	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	252	**Legal Transcription 1	2	2	0	3	OST 155 and OST 134 or OST 136
OST	289	Office Admin Capstone	2	2	0	3	OST 136, OST 137, and OST 164
<b>Total Recommended Hours</b>			<b>11</b>	<b>8</b>	<b>20</b>	<b>14</b>	

**Total Program Hours** **71**

**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.