

LAW OFFICE ADMINISTRATIVE ASSISTANT

Also See: Administrative Technology

Associate in Applied Science Degree

This 61 credit-hour program is designed for those interested in pursuing administrative assistant careers in law firms, government, legal departments of business firms and banks. The curriculum includes office technology, legal office procedures, legal terminology and supervised internship training in a law office or department.

The program may be taken part-time and many courses are available on an evening schedule; however, not all courses are offered every semester. An orientation and planning session with the coordinator is recommended for each student. Detailed information will be sent upon request or upon application to the program.

FIRST YEAR

First Semester

English elective			3
OFC 102	Survey of Law Office Practice		3
OFC 104	Introduction to Administrative Technology		1
OFC 105	Administrative Human Relations		1
OFC 106	Administrative Time Management		1
OFC 107	Internet Applications		1
OFC 134	Word Processing Software II		2
OFC 201	Advance Features in Word Processing		<u>2</u>
			14

Second Semester

CIS 123	Spreadsheet Software		1
OFC 113 ¹	Computer Keyboarding Production		3
OFC 133	Word Processing Software I		2
OFC 202	Desktop Publishing Using Word Processing		2
OFC 228	Records Control for the Office		1
OFC 229	Meeting and Conference Planning		1
OFC 234	Legal Office Procedures		3
SPE 101	Fundamentals of Speech Communication		<u>3</u>
			16

SECOND YEAR

First Semester

CAS electives ¹			1
OFC 203	Proofreading and Editing		2
OFC 227	Business Presentations		1
OFC 233	Document Processing in the Law Office		3
OFC 235	Legal Transcription		3
OFC 237	Administrative Technology Internship I		3
PSC 101	American Politics and Government		<u>3</u>
			16

Second Semester

ACC 211	Business Law I		3
Humanities elective [♦]			3
Mathematics elective ³			3
OFC 238	Administrative Technology Internship II		3
Social Science elective [♦]			<u>3</u>
			15

¹ Placement into OFC 113 is contingent upon previous training and consent of instructor.

² CAS electives: CAS 110, CAS 120, CAS 130, CAS 140, CAS 150, CAS 210, CAS 220

³ A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students who utilize the competency test to meet the mathematics requirement must complete a three credit-hour elective approved by the program coordinator.

[♦] Students need to choose a course to meet the Humanities or Social Science requirement that also meets the World Cultures and Diversity graduation requirement.

LAW OFFICE ADMINISTRATIVE ASSISTANT

Law Office Administrative Assistant Certificate

This 29 credit-hour certificate program is designed for individuals who possess a high degree of office skills and are interested in pursuing employment in law firms, government or legal departments of corporations.

A minimum keyboarding speed of 30 words per minute is recommended to enter the program; 40 words per minute is recommended to progress through internship. The program may be taken part-time, and many courses are available on an evening schedule; however, not all courses are offered every semester.

Required:

OFC	102	Survey of Law Office Practice	3
OFC	104	Introduction to Administrative Technology	1
OFC	105	Administrative Human Relations	1
OFC	106	Administrative Time Management	1
OFC	107	Internet Applications	1
OFC	130	Office Technology Applications	1
OFC	133	Word Processing Software I	2
OFC	134	Word Processing Software II	2
OFC	201	Advanced Features in Word Processing	2
OFC	227	Business Presentations	1
OFC	228	Records Control for the Office	1
OFC	229	Meeting and Conference Planning	1
OFC	233	Document Processing in the Law Office	3
OFC	234	Legal Office Procedures	3
OFC	235	Legal Transcription	3
OFC	237	Administrative Technology Internship I	3