

TRI-COUNTY
COMMUNITY COLLEGE

**A.A.S. IN
OFFICE
ADMINISTRATION:
LEGAL**



Tara Eller (Left)
Class of 2017
A.A.S. in General Office Administration: Legal

2018-2019

A.A.S. IN OFFICE ADMINISTRATION: LEGAL

(A25370LO) Legal is a concentration under the curriculum title of Office Administration. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

Students may be required to take one or more Developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of contact hours listed for graduation.

Fall Semester 1			Lecture	Lab	Credit
CIS	111	Basic PC Literacy	1	2	2
ENG	111	Writing & Inquiry	3	0	3
BUS	115	Business Law	3	0	3
OST	130	Comprehensive Keyboarding	2	2	3
MAT	110	Math Measurement & Literacy OR	2	2	3
MAT	143	Quantitative Literacy	2	2	3
OST	136	Word Processing	2	2	3
ACA	111	College Student Success	1	0	1
			Total		18

Spring Semester 1			Lecture	Lab	Credit
OST	286	Professional Development	3	0	3
OST	122	Office Computations	2	2	3
OST	155	Legal Terminology	3	0	3
ENG	114	Professional Research & Reporting	3	0	3
CTS	130	Spreadsheets	2	2	3
BUS	260	Business Communication	3	0	3
			Total		18

Fall Semester 2			Lecture	Lab	Credit
OST	134	Text Entry and Formatting	2	2	3
OST	184	Records Management	2	2	3
OST	164	Office Editing	3	0	3
ACC	115	College Accounting OR	3	2	4
ACC	120	Principles of Financial Accounting I	3	2	4
OST	252	Legal Transcription I	2	2	3
*Social Science Gen Ed Requirement			3	0	3
			Total		19

Spring Semester 2			Lecture	Lab	Credit
OST	156	Legal Office Procedures	2	2	3
OST	236	Advanced Word Processing	2	2	3
OST	289	Office Admin Capstone	2	2	3
ACC	150	Accounting Software Applications	1	2	2
OST	284	Emerging Technologies	1	2	2
*Humanities Gen Ed Requirement			3	0	3
			Total		16

TOTAL HOURS **71**

**Please see the section titled "General Education Requirements for A.A.S. programs" at the end of the Program of Study section for specific courses that fulfill these requirements.*

2018-2019

CERTIFICATE IN OFFICE ADMINISTRATION: LEGAL

(C25370L0)

			Lecture	Lab	Credit
OST	130	Comprehensive Keyboarding	2	2	3
OST	155	Legal Terminology	3	0	3
OST	134	Text Entry and Formatting	2	2	3
BUS	115	Business Law	3	0	3
OST	252	Legal Transcription I	2	2	3
OST	156	Legal Office Procedures	2	2	3
				Total	18

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