



## **LEGAL ADMINISTRATIVE ASSISTANT Word Processing Option**

The field of law offers many opportunities for the skilled legal administrative assistant. With specialized instruction in this field, an attractive career is open to those who qualify. Document processing instruction is provided on the microcomputer. Additional general education courses provide a broad background for the graduate.

### **MISSION STATEMENT:**

The Office Technologies Department provides quality instruction to students by preparing them to be successful and productive community and business leaders while emphasizing employability skills and personal attributes.

### **Curriculum:**

**108 Credit Hours  
Length: 6 Quarters**

#### **Technical and Basic Requirements: 75 Credit Hours**

BU115 Contract Law/5  
BU120 Introduction to Business/3  
DP117 Database Applications/3  
DP144 Developing Business Presentations/3  
DP150 Spreadsheet Applications/3  
KY146 Keyboarding I/5  
KY147 Keyboarding II/5  
MA121 Principles of Management/5  
MH169 Business Math/5  
OP149 Records Management/3  
OP252 Machine Transcription/3  
OP256 Word Language Specialist/3  
OP275 Integrated Software Applications/3  
OP276 Office Procedures/5  
PL100 Introduction to the Legal System/5  
PL201 Legal Research and Writing/5  
WP138 Introduction to Word Processing Applications/3  
WP267 Advanced Word Processing Applications/3  
WP273 Advanced Document Processing Concepts/5

#### **General Education Requirements: 27 Credit Hours**

CO179 Introduction to Human Communication/3  
EC215 Macroeconomics/3  
EN180 Composition I/5  
EN200 Advanced Composition/5  
PS274 The American Political Scene/3  
PY177 Introduction to Psychology/3  
SO220 Cultural Diversity in the United States/3  
UN070 Success Strategies/1  
UN292 Portfolio Capstone/1

#### **General Education Electives: 3 Credit Hours**

Choose courses not required for the program from Art, Communication, English, History, Philosophy, Popular Culture, Psychology, Religion, Science, Sociology, Spanish, University Survey, or Women's Studies.

Any 300 Level Course with Permission.

#### **Specialized Electives: 3 Credit Hours**

Specialized electives may be any course not required in the major.