

# Legal Support



## Business Technologies Division

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## Legal Support

### *Associate of Applied Business in Office Administrative Services*

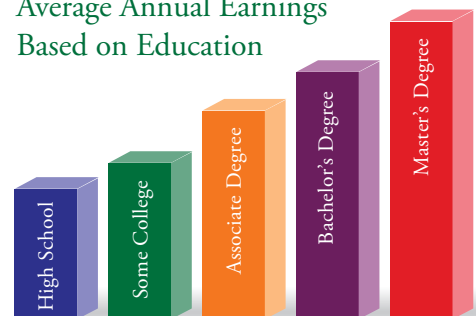
Legal services continue to be in high demand in both the public and private sectors. The demand for services drives the need for skilled competent employees that organize, retrieve, store and create the documents required. Graduates' skills include records management, keyboarding on computers, operating word processing software programs on the PC, accounting and the composition of business letters and reports. They also prioritize work, process mail, arrange business trips, make appointments, answer the telephone, operate photocopy machines and assist in routine office duties.

## Career Outlook

The Bureau of Labor Statistics says that employment of executive secretaries and administrative assistants is projected to grow faster than average for all occupations in the 2006-2016 periods. Little or no change in employment is expected for secretaries, except legal, medical or executive, who account for about 46 percent of all secretaries and administrative assistants.

## Education Pays

Average Annual Earnings  
Based on Education



2011-2012

Based on data from the Bureau of Labor Statistics

# Program Sequence

## First Semester

		<i>Credits</i>
CIS104*	Desktop Management	2
+ CIS112*	Microsoft Word	3
ENG111	Composition I	3
OAS101*	College Keyboarding	3
+ OAS110	Records Management	3
+ PAR100	Introduction to Paralegal	3
		17

## Second Semester

		<i>Credits</i>
+ BUS221	Business Law	3
CIS113*	Microsoft Excel	3
ENG112	Composition II	3
+ OAS102	Keyboarding Applications	3
	Mathematics Elective	3
		15

## Third Semester

		<i>Credits</i>
ACC102	Office Accounting	4
+ OAS104*	Voice Recognition	1
+ OAS105	Document Editing & Proofreading	2
+ OAS230	Transcription	3
+ PAR101	Law Office Management	3
	Science Elective	3
		16

## Fourth Semester

		<i>Credits</i>
ACC261	Quick Books	1
+ OAS160	Administrative Technology & Procedures	3
+ OAS291	Internship I	1
	Humanities Elective	3
+	Legal or Business Elective	3
	Social Behavioral Science Elective	3
		14

## Total Program Credit Hours 62

\* CIS090 Introduction to Computers & OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, OAS101 and/or OAS104. A Placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

*Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information.*

