

**LEGAL OFFICE ADMINISTRATION**  
**Associate in Specialized Business Degree Program**  
**Eighteen months / 1600 clock hours / 104 quarter credits**

This program is intended to train graduates for entry-level positions in law offices, court-related offices, and legal departments of corporations.

The program is divided into six quarters during which time the student will complete the following subjects:

<b>Course Number</b>	<b>Course Title</b>	<b>Quarter Credits</b>
AC101	Principles of Accounting I ▪	4.0
AC103	Payroll Records and Accounting ▪	3.0
AC104	Federal Income Tax Accounting	3.0
AC105	Computerized Accounting ▪	3.0
BA103	Business Law I ▪	5.0
BA205	Business Law II ▪	5.0
BA209	Customer Service	4.0
CT101	Computer Fundamentals *	4.0
CT105	Word Processing ▪	3.0
CT106	Spreadsheets	3.0
CT201	Advanced Word Processing ▪	3.0
CT206	Advanced Spreadsheets	3.0
EC101	English Composition *	4.0
EC102	Communication *	5.0
EC201	Business Communication	4.0
LG101	Legal Terminology I ▪	4.0
LG102	Legal Terminology II ▪	4.0
LG201	Legal Office Procedures ▪	3.0
LG202	Legal Transcription ▪	3.0
LG210	Legal Office Administration Externship ▪	12.0
MA101	Business Mathematics	4.0
OT101	Keyboarding I ▪	3.0
OT102	Keyboarding II ▪	3.0
OT103	Records Management	3.0
PD100	Student Success	1.0
PD101	Professional Development I	1.0
PD102	Professional Development II	2.0
PS101	Introduction to Psychology *	5.0

\* indicates a general education requirement

▪ Students must earn a grade of C- or better in order to graduate