Administrative Assistant with Legal Emphasis, AAS

This degree program prepares students for administrative duties in the law office and other legal settings. The program combines training in current office and technical skills with specialized course work unique to the legal profession, including exposure to legal practices, preparation, and practical application of documents and terminology used in the legal office.

(Major Code 2780; State CIP Code 22.0301)

- Business Office Technology (http://www.jccc.edu/academics/business/business-office-technology)

Associate of Applied Science Degree

Prerequisite for Required Courses

Note: Prior to the beginning of the program, the student must take the following prerequisite, or have taken the equivalent transfer course, or have passed the waiver test, or have obtained a waiver from the program administrator.

BOT 105	Keyboarding and Formatting I	3

First Semester

BOT 103	Business English	3
BOT 106	Intro to Business Computer Applications*	3
BOT 115	Electronic Calculators	1
BOT 130	Office Systems Concepts	3
LAW 121	Introduction to Law	3
ENGL 121	Composition I*	3
Total Hours		**16**

Second Semester

BOT 155	Word Processing Application I*	2
BOT 110	Skillbuilding I*	1
BOT 150	Records Management*	3
MATH 120	Business Mathematics*	3
BUS 150	Business Communications*	3
ACCT 111	Small Business Accounting	3
or ACCT 121	Accounting I	
BOT 180	Business Spreadsheet Applications*	1
Total Hours		**16**

Third Semester

BOT Electives (see below)		3
LAW 201	Advanced Legal Technology*	3
BOT 160	Legal Transcription*	3
BUS 225	Human Relations	3
BOT 255	Word Processing Applications II*	2
BOT 125	Document Formatting*	1
Total Hours		**15**

Fourth Semester

Electives		3
ECON 132	Survey of Economics	3
or ECON 230	Principles of Macroeconomics	
BOT 265	Computerized Office Applications*	3

BOT 275	Office Internship I*	1
BUS 140	Principles of Supervision	3
or BUS 141	Principles of Management	
Humanities Electives ^		3
Total Hours		**16**

^   See all AAS general education electives (http://catalog.jccc.edu/degreerequirements/associate-applied-science)

BOT Electives

BOT 118	Skillbuilding II*	1
BOT 180	Business Spreadsheet Applications*	1
BOT 185	Business Database Applications*	1
BOT 205	Professional Image Development	1
BOT 280	Office Internship II*	1

Total Program Hours: 63