

Administrative Assistant with Legal Emphasis, A.A.S.

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/businessofficetechnology>)

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
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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
Health and/or Physical Education Elective ^		1
Total Hours		17

^ Health and/or Physical Education Elective (<http://catalog.jccc.edu/spring/degrecertificates/electives/health-and-or-physical-ed-aas>)

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 or ACCT 121	Small Business Accounting Accounting I	3
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	Economics I	
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

^ Humanities Elective (<http://catalog.jccc.edu/spring/degrecertificates/electives/humanities-aas>)

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: 64