Lake Land College

Administrative Assistant – Legal

(AAS.AALEG) Associate in Applied Science Degree

Business, Management & Administration

You might also like:

Workforce Ready
- Accounting – page 16
- Administrative Assistant–Executive – page 18
- Administrative Assistant–Legal – page 19
- Administrative Assistant–Medical – page 20
- Entrepreneurship–Small Business Ownership – page 68
- E-Commerce Marketing – page 61
- Marketing – page 95
- Management – page 93
- Professional Sales – page 117
- Office Assistant/Receptionist – page 104
- Office Management – page 105
- Office Technology Skills–General – page 106
- Office Technology Skills–Medical – page 107
- Office Technology Skills–MOS – page 108

Transfer Ready
- Business Administration – page 139

Prepares graduates for a career in private and corporate law offices, and in federal, state, or local courts. Graduates will be ready to perform receptionist duties and to prepare legal correspondence and documents using legal terminology. Students gain hands-on experience through a five-hour internship.

Program requirements may change over time. Specific degree/graduation requirements are determined by the students' degree audit.

FIRST YEAR

First Semester			Hours
☐	BUS 114	Advanced Formatting *	3
☐	BUS 123	Notetaking †	4
☐		Social Science Elective ^	3
☐	BUS 200	Legal Environment of Business	3
☐	ENG 095	Business English	3
☐	SFS 101	Strategies for Success *or*	
	HED ---	Health Elective *or*	
	PED ---	P.E. Elective	2
		SEMESTER TOTALS	**18**

Second Semester			
☐	BUS 115	Processing Information * ††	3
☐	CIS 160	Practical Software Applications *	3
☐	BUS 094	Business Mathematics	3
☐	BUS 095	Fundamentals of Accounting *or*	
	BUS 151	Financial Accounting *	3
☐	CIS 101	Internet Systems & Applications *or*	
	CIS 099	Web Page Design * *or*	
	CIS 093	Access *	2 – 3
☐	BUS 061	Office Transcription (MOD) *	1
		SEMESTER TOTALS	**15 – 16**

SECOND YEAR

First Semester			Hours
☐	CIS 056	Advanced Software Applications *	3
☐	CIS 058	Specialized Software Applications	3
☐	BUS 141	Business Communications *	3
☐	CJS 150	Introduction to Criminal Justice	3
☐	SPE 111	Introduction to Speech Communication	3
☐	BUS 065	Legal Terminology (MOD)	1
☐	BUS 062	Legal Transcription (MOD) *	1
		SEMESTER TOTALS	**17**

Second Semester			
☐	PSY 271	Introduction to Psychology	3
☐	BUS 060	Automated Office Procedures (MOD) * †††	3
☐	BUS 079	Professional Development (MOD) †††	3
☐	BUS 081	Office Technology Internship *	5
☐	BUS 080	Office Technology Seminar *	1
		SEMESTER TOTALS	**15**
		TOTAL PROGRAM HOURS	**65 – 66**

* There are prerequisites, course requisites or minimum placement test scores for this course
† Course only offered fall semester
†† Course only offered spring and summer semester
††† Course only offered spring semester
^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective

NOTES:_____

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