
Legal Office Specialization Associate in Applied Science Major Code A021

Program Description

The Legal Office Specialization Associate in Applied Science Degree, offered at the North and South Campuses, emphasizes legal techniques procedures, and the office skills used in law offices. Specialization in one or two legal fields is accomplished by careful selection of electives.

First Year Term I

**CGS 1060C	Computer and Internet Literacy	3
OST 1100L	Keyboarding and Document Processing I	3
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
<i>Total Term Semester Hours</i>		<i>15</i>

First Year Term II

*OST 1110L	Keyboarding and Document Processing II	3
OST 2764	Information Word Process Applications	3
OST2431	Legal Office Techniques I	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
<i>Total Term Semester Hours</i>		<i>15</i>

First Year Term III

*ENC 1101	Composition I	3
<i>Total Term Semester Hours</i>		<i>3</i>

Second Year Term I

BUL 2241	Business Law I	3
PLA 1003	Introduction to Legal Assisting	3
MTB 1103	Business Mathematics	3
#OST 2949	Co-Op or Elective	3
<i>Total Term Semester Hours</i>		<i>12</i>

Second Year Term II

*BUL 2242	Business Law II	3
OST2432	Legal Office Techniques II	3
PLA 1201	Civil Litigation	3
*Elective	Mathematics or Science	3
Elective	Humanities/Fine Arts	3
PSY 2012	General Psychology	3
<i>Total Term Semester Hours</i>		<i>18</i>
<i>Total Program Semester Hours</i>		<i>63</i>

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online at www.broward.edu.

**CGS1060C must be completed within the first 15 hours of Broward College coursework.

#Elective-select from courses with the prefixes BUL, CGS, GEB, MAN, MNA, OST, RMI or SPC.

It is strongly recommended that students see an academic advisor or counselor every term.