Legal Administrative Assistant
Associate in Applied Arts Degree
93-98 Credits

This degree program provides students an opportunity to develop essential business skills in their area of interest, as well as to offer a comprehensive general education. Placement in courses depends on prior education and experience. Students in this program must complete each class with a grade of 2.0 or higher. This program meets the college's related instruction requirements for the Associate in Applied Arts degree. Students may enter this program at the beginning of any quarter.

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Dept./No.	Course Title	Credits
Any course under the AA degree	Lifetime Fitness/Wellness and Activity areas	1+
BTAC 100	Fundamentals of Computers	5
* BTAC 102	Intermediate Keyboarding	5
BTAC 103	Advanced Keyboarding	5
BTAC 109	Legal Terminology	3
# BTAC 110	Business Math Applications	5
BTAC 112 **or**	Beginning Word **or**	
BTAC 255	Advanced Word	5
# BTAC 130	Business Correspondence	5
BTAC 132	Business Communication Applications	5
BTAC 140	Records Management	5
BTAC 150	Introduction to Windows	5
BTAC 162	Introduction to Excel	5
BTAC 177	BTAC Work Experience 1	3
BTAC 235	Legal Office Procedures	5
# BTAC 250 **or**	Office Relations and Procedures **or**	
BUS 166	Human Relations and Work Readiness	5
BTAC 220	Technology in the Legal Office	5
BTAC 266	Inside Microsoft Office	5
BUS& 201	Business Law and the Regulation of Business	5
# CMST 100 **or**	Fundamentals of Oral Communication **or**	
CMST& 210 **or**	Interpersonal Communication **or**	
CMST& 220 **or**	Public Speaking **or**	
CMST& 230	Small Group Communication	5
COOP 171	Work Experience Seminar	1
POLS& 200	Introduction to Law	5
Reading	Eligible for READ 104 (as determined by the appropriate placement score) or completion of READ 094	0-5

Electives*: To enhance the student's preparation for future employment, we recommend the following:*

ACCT 110 **or**	Practical Financial Accounting 1 **or**	
ACCT& 201 **or**	Principles of Accounting I **or**	
BTAC 090	Office Accounting	5
BUS& 101 **or**	Introduction to Business **or**	
BUS 164	Entrepreneurship and Small Business Management	5
BUS 166	Human Relations and Work Readiness	5
BTAC 107 **and/or**	Typing Speed and Accuracy 1 **and/or**	
BTAC 108	Typing Speed and Accuracy 2	4-8
BTAC 111	Introduction to Computer Literacy	5
° BTAC 115	Professional Image Building	1
BTAC 163	Advanced Excel	5
BTAC 175	Instructor Assistant	1-5
BTAC 178-179	BTAC Work Experience 2-3	2-10
BTAC 184	Internet and Basic Web Design	5
BTAC 185	Introduction to Microsoft Access	5
BTAC 214	Introduction to Information Security	5
BTAC 250	Office Relations and Procedures	5
BTAC 255	Advanced Word	5
CJ& 101	Introduction to Criminal Justice	5
PHIL 114	Philosophical Issues in Law	5
ENGL 105	Grammar and Usage	5
PSYC& 100	General Psychology	5
SOC& 101	Introduction to Sociology	5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

 # Satisfies related instruction requirements.

° Qualifies as AAA and AA-DTA activity credit

Note*: Students may choose the advanced computer applications course as an alternative to the introductory application course requirement such as BTAC 255 in place of BTAC 112.*