

Semester 4

LGL 207	Procedures of Bankruptcy Law	3
LGL 208	Family Law	3
LGL 210	Internship	3
LGL 212	Criminal Law	3
MGT 215	Business Law	3
	General Education Course	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
POL 101	Introduction to American Government	3

Choose one of the following:

MAT 123	Mathematics in Modern Society	4 OR
MAT 143	College Algebra	4

Choose one of the following:

PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3

Choose one of the following:

ENG 102	Critical Reading and Writing	3 OR
ENG 202	Technical Communication	3

This meets the AAFPE standards for the program of a minimum of 18 Gen Ed credits with the emphasis on English and Communications.

Legal Assistant

Technical Certificate

34 Credits

Semester 1

BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
LGL 101	Introduction to Legal Assisting	3
LGL 103	Legal Terminology	3
LGL 104	Legal Document Drafting	3
OFP 110	Keyboarding	3

Semester 2

ENG 101	English Composition	3
MAT 105	Business Mathematics	3
OFP 118	Word Processing	3
LGL 102	Law Office Procedure and Technology	3
LGL 110	Civil Litigation I	3
OFP 142	Business Spreadsheets	3

**OFFICE TECHNOLOGIES****Program Options**

Associate of Applied Science Degree
Technical Certificate

The Office Technologies Program offers two options for the student interested in an office environment. Graduates of either option find excellent opportunities available to them in a wide range of career-related fields.

The Office Professional option is the two-year option resulting in an Associates of Applied Science (AAS) degree. This option prepares students to perform advanced text processing, spreadsheet and database operations as well as computer assisted graphics, desk top publishing and basic bookkeeping. Students who graduate with the AAS degree are well prepared to perform a wide variety of administrative support functions in large or small companies as a member of a team and individually.

The Office Specialist option is a one-year option resulting in a Technical Certificate. This option is designed for the student who is interested in gaining entry-level knowledge, skills and attitudes necessary for maintaining a well run office. Students who complete this option will be prepared to provide office support by applying information and computer technologies to sustain work processes, manipulate and manage information, and enhance the overall efficiency and effectiveness of the organization.

Both options offer a joint leadership course which concentrates on developing students into professionals.

Leadership students also have the opportunity to participate in Business Professionals of America, a student led club, and IAAP; a professional networking association, which provides excellent opportunities for personal and professional growth essential for the workplace.

Intended Learning Outcomes

- Manage an office effectively & efficiently.
- Communicate clearly and professionally in both written and oral formats.
- Recognize professional values and exhibit professional behaviors in the work environment.
- Use appropriate technology and technical skills to manage information and solve problems.
- Understand and consistently apply company policies and procedures

Entrance Requirements

Keyboarding of 25 wpm for at least three minutes with 90% accuracy. Students may arrange for a keyboarding test through Student Services.

Program Costs

In addition to the semester registration fees, an Office Technologies student can expect to spend approximately \$900 on books and supplies for the certificate program and \$1,600 for the degree program. Students may also incur additional costs in updating/purchasing software and taking industry certification exams.

Industry Testing for Certification

Upon completion of the appropriate core Office Technologies courses, students demonstrate proficiency by participating in the industry certification exam process. Certification exams are administered by EITC using the Office Proficiency and Certification (OPAC) testing system. A technology fee of \$35 is assessed for each of the two courses that are directly related to the EITC required industry certification exams. This technology fee covers the costs of students sitting for each of the required exams. A certificate detailing OPAC industry certifications is available for a small fee. Please see the Office Technologies advisor for details.

Office Professional

Associate of Applied Science Degree 65 Credits

Semester 1

BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1
OFP 140	Electronic Office Concepts	3
	General Education Course	3

Semester 2

ACC 110	QuickBooks for the Office	3
BOT 152	Leadership II	1
OFP 118	Word Processing	3
OFP 142	Business Spreadsheets	3
	General Education Courses	6

Semester 3

CIS 234	Computer Assisted Graphics	3
MGT 216	Human Resource Management	3
OFP 204	Advanced Word Processing	2
OFP 227	Database Management	3
	General Education Course	3-4

Semester 4

BOT 216	Supervised Work Experience	3
OFP 141	Business Presentations	3
OFP 230	Desktop Publishing	3
OFP 244	SpeedBuilding	1
OFP 250	Office Procedures	4
	General Education course	3-4

Required General Education Courses

A minimum of 16 transferable general education credits are required for this degree. Consult the general education section of this catalog for the general education requirements and the list of general education courses that satisfy these requirements.

Office Specialist

Technical Certificate 33 Credits

Semester 1

BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1
OFP 140	Electronic Office Concepts	3
ENG 101	English Composition	3

Semester 2

ACC 110	QuickBooks for the Office	3
BOT 152	Leadership II	1
OFP 118	Word Processing	3
OFP 142	Business Spreadsheets	3
COM 101	Introduction to Speech	3
OCR 105	Occupational Relations	3 OR
SOC 101	Introduction to Sociology	3 OR
PSY 101	Introduction to Psychology	3



WEB DEVELOPMENT TECHNOLOGIES

Program Options

Associate of Applied Science Degree

The Web Development Technologies program emphasizes web construction from the ground up while providing valuable presentation, negotiation and collaboration skills needed for success in today's information-driven world. Graduates can develop, deploy, market and maintain dynamic websites for a variety of client needs, including e-commerce, promotional, and informational sites. Advanced students develop portals for business, industry, and government, as well as educational and nonprofit websites. The program is designed for individuals who would like to work as an independent contractor providing web development services or work for an organization that can benefit from Internet solutions. The two-year program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with an IC3 certification, successfully passing CIS 101 with a grade of "B" or better, or equivalent training and expertise demonstrated by passing a challenge exam.

Business, Office, and Technology