This Associate in Science degree program of study is designed for students who plan to enter the workforce as legal secretaries or legal office managers.

Students who plan to pursue a bachelor’s degree at a four-year college or university should fulfill the Associate in Arts degree requirements for the chosen transfer school.

For more information, please visit The Occupational Outlook Handbook website.

The courses listed on this guide are not to be construed as a contract between the student and Chipola or the University. Course requirements may change each year. You are encouraged to work closely with your advisor.

**Associate in Science Degree**

**Office Systems Technology**

**Legal Office Systems Concentration**

**Code**

2163

**Program Length**

63 credits

**Entrance Requirements**

All Associate in Science degree students must complete the required English and mathematics courses with a grade of “C” or higher.

**FRESHMAN YEAR**

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ENC 1101 | Communication Skills I | 4 | OST 1324 | Business Math & Machines | 3
OST 1101 | Document Processing | 2 | OST 1402 | Office Practice | 3
CGS 1060 | Intro to Microcomputer Use | 3 | OST 1601 | Machine Transcription | 3
OST 1582 | Human Relations | 3 | OST 1102 | Advanced Document Processing | 3
CGS 1500 | Intro to Word Processing | 2 | GEB 1011 | Introduction to Business | 3
SLS 1101 | Orientation | 1 | | |
**TOTAL** | 15 | **TOTAL** | 15

**SOPHOMORE YEAR**

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OST 1335 | Business Communication | 3 | XXX XXXX | HUMANITIES | 3
POS 2041 | American Federal Government | 3 | OST 2431 | Legal Office Procedures | 3
APA 1251 | Intro to Accounting | 3 | MAC 1105, MGF 1106, or NATURAL SCIENCE | 3
OST 1211 | Intro to Shorthand | 3 | OST 2501 | Office Management | 3
BUL 2131 | Legal Environment of Business | 3 | POS 2112 | State and Local Government | 3
XXX XXXX | ELECTIVE | 2 | OST 1949 or 2949 | Internship or Cooperative Education | 1
**TOTAL** | 17 | **TOTAL** | 16

1. Non-credit college-prep writing, reading, and/or math courses may be required, depending on placement test scores.
2. Prerequisite: OST 1141 or the ability to type 35 correct WPM via the touch typing method.
3. Prerequisite: MAT 1033, depending on placement test scores and previous high school algebra courses.
4. Students may choose MUL 210, MUE 1290, THE 2014, THE 1020, or any ARH or ART course.
5. If a student has successfully completed BST 1 and BST 2 at the High School level, she/he may be eligible for college credit through credit-by-exam.
6. If a student has successfully completed Microsoft Word at the High School/Technical Center level, she/he may be eligible for college credit through credit-by-exam.