



Chart your course to graduation and sail to success!



Student Name & Student ID Number

A.A.S. LEGAL ADMINISTRATIVE TECHNOLOGY FOUR SEMESTER PLAN, NO SUMMER SEMESTER

<i>Fall Semester</i> Course Suggestion	Hours	Grade
ORI 105 B-Orientation	3	
OAD 101 Beginning Keyboarding*	3	
ENG 101-English Comp I	3	
MTH 100-Intermediate College Algebra	3	
Area IV History, Social Science Course	3	
Humanities Course	3	



MILESTONE COURSES

should be taken in the order shown. This will help you graduate on time.

<i>Spring Semester</i> Course Suggestion	Hours	Grade
OAD 103-Intermediate Keyboarding	3	
ENG 102 or BUS 215 (Business Communications)	3	
OAD 138-Records Management	3	
CIS 146 -Microcomputer Applications	3	
OAD 130-Electronic Calculations	3	
BUS, ECO, MST Elective	3	

When Registering:

If you cannot register for one of the courses listed in your degree plan substitute a course from another semester.

YOU'RE HALF WAY!

Meet with your advisor to review your progress & choose your electives.

<i>Fall Semester</i> Course Suggestion	Hours	Grade
OAD 203 Legal Office Procedures	3	
BUS 263-Legal and Social Environment	3	
OAD 243-Spreadsheet Software	3	
OAD 246-Office Graphics and Presentation	3	
CIS Elective	3	
SPH 106/107 -Speech/Oral Communications	3	
OAD 201-Legal Terminology		

**REMEMBER
TO APPLY FOR
GRADUATION!**

Follow your degree map and sail through in 2!

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OPTIONS FOR ELECTIVES

Please see your advisor to discuss and choose electives that will best suit your needs.

<i>Spring Semester</i> Course Suggestion	Hours	Grade
OAD 202-Legal Machine Transcription	3	
OAD 242-Office Internship	3	
OAD 244-Database Applications	3	
OAD 125-Word Processing	3	
BUS, ECO, MST Elective	3	
CIS Elective	3	

Congratulations!

You've finished!



PLEASE SEE YOUR ADVISOR FOR A LIST OF SUGGESTED CIS ELECTIVE COURSES

HUMANITIES/FINE ARTS ELECTIVES	HISTORY, SOCIAL AND BEHAVIORAL SCIENCES
Art 100 - Art Appreciation	His 101 - Western Civilization I
Art 113 - Drawing I	His 102 - Western Civilization II
Art 114 - Drawing II	His 201 - United States History I
Art 121 - Two - Dimensional Composition	His 202 - United States History II
Art 203 - Art History I	His 216 - History of World Religions
Art 231 - Watercolor Painting I	Phl 206 - Ethics and Society
Art 233 - Painting I	Pol 211 - American National Government
Eng 246 - Creative Writing	Psy 200 - General Psychology
Eng 251 - American Literature I	Psy 210 - Human Growth and Development
Eng 252 - American Literature II	Psy 230 - Abnormal Psychology
Eng 271 - World Literature I	Soc 200- Introduction to Sociology
Eng 272 - World Literature II	Spa 101 - Introductory Spanish I
Hum 101 - Introduction to Humanities I	Spa 102 - Introductory Spanish II
Hum 102 - Introduction to Humanities II	Sph 106 - Fundamentals of Oral Communication
Hum 106 - Humanities through the Arts	Sph 107 - Fundamentals of Public Speaking
Hum 299 - PTK Honors Course (students do not have to be members of PTK to take this course)	
Mus 101 - Music Appreciation	