

# ADMINISTRATIVE SUPPORT DIPLOMA

**Diploma: Applied Science in Administrative Support (DAS.ADS)**

**Credits: Required for Graduation: 51**

Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

<b>A. General Education: 9 credits</b>		<b>Credits</b>
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3
<b>B. Major Courses: 33 credits</b>		
AOT 110	Document Formatting	3
AOT 121	Transcription	3
AOT 134	Office Communications	3
AOT 141	Office Procedures I	3
AOT 142	Office Procedures II	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
AOT 210	Document Production	3
AOT 250	Advanced information Processing	3
AOT 267	Integrated Information Processing	3
AOT	AOT Elective	3
<b>C. Other Required Courses: 6 credits</b>		
BUS 130	Business Communications	3
BUS 140	Business Mathematics	3
<b>D. Technical Electives: 3 Credits</b>		
	Electives	3

# LEGAL OFFICE ASSISTANT

**Certificate: Legal Office Assistant (CB.LOA)**

**Credits: Required for Graduation: 39**

Overall Grade-point average of 2.00 on all college work presented to fulfill program requirements.

Complete course work in the following areas:

<b>A. Related Courses: 6 credits</b>		<b>Credits</b>
BUS 121	Business Law I	3
BUS 130	Business Communications	3
<b>B. Major Courses: 33 credits</b>		
AOT 110	Document Formatting	3
AOT 123	Legal Transcription	3
AOT 134	Office Communications	3
AOT 144	Legal Office Procedures	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
AOT 170	Speedwriting	3
AOT 196	Office Confidentiality/Security	3
AOT 213	Legal Document Production	3
AOT 253	Legal Systems and Procedures	3
AOT 267	Integrated Info. Processing	3