

Individual Graduation Plan  
**C25370B – Office Administration**  
**(Legal Office)**  
 Fall 2017

Student Name: \_\_\_\_\_ Student No: \_\_\_\_\_

The Office Administration – Legal Office certificate is designed to provide the student with a concentrated course of study in the field of legal office administration. Upon completion of the required courses, a certificate is awarded by the College. Courses for the certificate may be applied toward the Associate in Applied Science Degree – Office Administration.

**Curriculum Program Requirements**

Year	Semester	Grade	Course Number and Title	Hrs	Prerequisites	Corequisites
<b>1<sup>st</sup> Semester</b>						
			OST 136      Word Processing	3		
<b>2<sup>nd</sup> Semester</b>						
			BUS 115      Business Law I	3		
<b>3<sup>rd</sup> Semester</b>						
			OST 155      Legal Terminology	3		
<b>4<sup>th</sup> Semester</b>						
			OST 252      Legal Transcription I	3	OST 136 and OST 155	
			OST 286      Professional Development	3		
<b>TOTAL PROGRAM HOURS REQUIRED =</b>				<b>15</b>		
<b>Total Developmental Hours Required * =</b>						
<b>Total Hours Required =</b>						

Notes:

_____ <i>Student Signature</i>	_____ <i>Date</i>
_____ <i>Advisor/Counselor Signature</i>	_____ <i>Date</i>