

# LEGAL OFFICE ASSISTANT - DIPLOMA

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**Offered at:** Bluegrass Community and Technical College

**Program Plan Number:** 5204024059

**May be available completely online. Please check with your academic advisor.**

## Curriculum Effective Spring Semester

Course	Title	Credits
<b>General Education</b>		
ENG 101	Writing I	3
Select one of the following two options:		3
OST 213	Business Calculations for The Office Professional Higher Level Quantitative Reasoning Course	
Subtotal		6
<b>Technical Courses</b>		
ACT 101 or ACC 201	Fundamentals of Accounting I Financial Accounting	3
BAS 267	Introduction to Business Law	3
OST 105	Introduction to Information Systems	3
OST 109	Legal Terminology	3
OST 110	Word Processing Applications	3
OST 160	Records and Database Management	3
OST 215	Office Procedures	3
OST 221	Legal Office Simulation	3
OST 235	Business Communications Technology	3
OST 240	Advanced Microsoft Applications	3
OST 295 or COE 199	Administrative Office Technology Internship Cooperative Education: (Topic)	3
Select one of the following six course options:		3
BAS 120	Personal Finance	
BAS 160	Introduction to Business	
ENG 102	Writing II	
MIT 103	Medical Office Terminology	
OST 150	Transcription and Office Technology	
OST 225	Introduction to Desktop Publishing	
Subtotal		36
<b>Total Credits</b>		<b>42</b>