

ADMINISTRATIVE OFFICE TECHNOLOGY, LEGAL ADMINISTRATIVE ASSISTANT/ SECRETARY - ASSOCIATE IN SCIENCE



LGAD

CCRI's Legal Administrative Assistant/Secretary program is currently under Academic Review and is not accepting new applications.

The Legal Administrative Assistant/Secretary concentration prepares students for careers such as legal secretary, legal transcriptionist and legal office assistants who work in a variety of office settings including law offices, legal departments and insurance companies. Career opportunities for the graduates of this program are expected to remain constant.

Students who successfully complete this program demonstrate the ability to understand basic legal terminology, the elements of legal style and the use of standard clauses within legal documents and forms. Students develop high-level skills in managing a law office and in the production of accurate legal documents. In their last semester, students are given the opportunity to work in a local legal office.

Note: Many courses require prerequisites, corequisites and/or testing. See course descriptions for details (<https://catalog.ccri.edu/course-descriptions/>).

Requirements

Code	Title	Hours
General Education Requirements		
BIOL 1070	Human Biology	3
ENGL 1010	Composition I	3
ENGL 1400	Business Writing for Office Professionals	3
MATH 1005	Business Mathematics	3
MATH 1015	Mathematics of Finance	3
PSYC 1030	Psychology of Personal Adjustment	3
COMM 1100	Public Speaking	3
	Social Science Elective (https://catalog.ccri.edu/academic-information/general-education/course-attributes/#sscigened/)	3
Subtotal		24
Major Requirements		
OFTD 1105	Essential Note Taking Skills	1
OFTD 1120	Microcomputer Keyboarding	3
OFTD 1130	Editing Skills for Office Communications I	2
OFTD 1140	Office Technology & Procedures I	3
OFTD 1170	Office Transcription I	2
OFTD 1180	Speech Recognition Software Applications I	1
OFTD 1190	Speech Recognition Software Applications II	1
OFTD 1220	Microsoft Office Applications I	4

OFTD 1250	Office Accounting	3
OFTD 1280	Editing Skills for Office Communications II	3
OFTD 1370	Business File Management	2
ADAS 2510	Microsoft Office Applications II	3
ADAS 2520	Office Transcription II	2
ADAS 2570	Administrative Office Management	3
ADAS 2580	Office Administration Cooperative Education I	3
ADAS 2610	Microsoft Office Applications III	3
LEGL 2310	Legal Forms and Terminology	2
LAWS 2050	Law of Contracts	3
	or LAWS 2070 Law of Business Organization	
Subtotal		44
Total Hours		68

Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
OFTD 1105	Essential Note Taking Skills	1
OFTD 1120	Microcomputer Keyboarding (Challenge Exam can be taken)	3
OFTD 1130	Editing Skills for Office Communications I	2
OFTD 1250	Office Accounting	3
OFTD 1370	Business File Management	2
ENGL 1400	Business Writing for Office Professionals	3
BIOL 1070	Human Biology	3
Hours		17
Semester 2		
MATH 1005	Business Mathematics	3
OFTD 1140	Office Technology & Procedures I	3
OFTD 1170	Office Transcription I	2
OFTD 1180	Speech Recognition Software Applications I	1
OFTD 1220	Microsoft Office Applications I	4
OFTD 1280	Editing Skills for Office Communications II	3
Hours		16
Year 2		
Semester 1		
ADAS 2510	Microsoft Office Applications II	3
ADAS 2520	Office Transcription II	2
LAWS 2050	Law of Contracts	3
	or LAWS 2070 or Law of Business Organization	
MATH 1015	Mathematics of Finance	3
OFTD 1190	Speech Recognition Software Applications II	1
COMM 1100	Public Speaking	3
LEGL 2310	Legal Forms and Terminology	2
Hours		17
Semester 2		
ADAS 2570	Administrative Office Management	3
ADAS 2580	Office Administration Cooperative Education I	3
ADAS 2610	Microsoft Office Applications III	3
ENGL 1010	Composition I	3
PSYC 1030	Psychology of Personal Adjustment	3

Social Science Elective (https://catalog.ccri.edu/academic-information/general-education/course-attributes/#sscigened/)	3
Hours	18
Total Hours	68

Transfer

If you are interested in earning a bachelor's degree, please meet with an Academic Advisor (https://www.ccri.edu/advising/transfer_information/) who can help you select the courses that best prepare you for transfer to a four-year college or university. For more information, you can also visit [ritransfers.org](http://www.ritransfers.org/) (<http://www.ritransfers.org/>) with resources on course and program transfer to Rhode Island College and the University of Rhode Island, or visit CCRl's Transfer Articulation (<https://www.ccri.edu/oes/records/transfers/traagree.html>) page for information on articulation agreements with colleges and universities throughout New England.