

GLOUCESTER COUNTY COLLEGE  
BUSINESS AND TECHNOLOGY DIVISION

GRADUATION CONTROL SHEET

**COMPUTERIZED OFFICE ADMINISTRATION**  
**Legal Option**  
**Associate in Applied Science (A.A.S.) - Career**

This program is designed for those individuals who desire a career as a legal secretary. Emphasis is placed on the use of the computer, the background of the law, legal terminology, and management of the office.

**FIRST YEAR - Fall Semester**

			<b><u>Credits</u></b>
___	COM 101	English Composition I	3
___	COA 141	Computerized Information Management	3
___	COA 101	Keyboarding I * <b>or</b>	
___	BUS 101	Introduction to Business	2-3
___	PLG 101	Introduction to Legal Studies	3
___	BUS 107	Business Law I	3
			<b>14-15</b>

**Spring Semester**

___	COM 102	English Composition II	3
___	MAT ___	Mathematics Elective	3
___	BUS 231	Principles of Management	3
___	PLG 103	Legal Research and Writing	3
___	COA 111	Keyboarding II	2
___	COA 242	WordPerfect	3
			<b>17</b>

**SECOND YEAR - Fall Semester**

___	COM 104	Business Communications	3
___	HPE ___	Physical Education Elective	1
___	MAT ___	Mathematics Elective	3
___	PLG ___	Paralegal Elective	3
___	COA 214	Machine Transcription	3
___	COA 243	Microsoft Word	3
			<b>16</b>

**Spring Semester**

___	BUS 102	Accounting I	4
___	COM 110	Desktop Publishing	3
___	___	Social Science Elective	3
___	___	Humanities Elective	3
___	COA 220	Office Procedures	4
			<b>17</b>

**TOTAL MINIMUM CREDITS: 64**

\* Students with one year of high school keyboarding with a grade "C" or better should select BUS 101 Introduction to Business.

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**REQUIRED CORE AND ELECTIVE COURSES**

		<b><u>Credits</u></b>
<b><u>Communications</u></b>		
English Composition I	COM 101	3
English Composition II	COM 102	3
Business Communications	COM 104	3
<b><u>Humanities</u></b>		
Desktop Publishing	COM 110	3
Humanities Elective	___ ___	3
<b><u>Social Science</u></b>		
Social Science Elective	___ ___	3
<b><u>HPE</u></b>		
Physical Education Elective	HPE ___	1
<b><u>Mathematics</u></b>		
Mathematics Electives	MAT ___	3
	MAT ___	3
<b><u>Business</u></b>		
Accounting I	BUS 102	4
Business Law I	BUS 107	3
Principles of Management	BUS 231	3
Keyboarding I	COA 101	3
Introduction to Business	BUS 101	2-3
Computerized Information Management	COA 141	3
Keyboarding II	COA 111	2
Machine Transcription	COA 214	3
Office Procedures	COA 220	4
WordPerfect	COA 242	3
Microsoft Word	COA 243	3
<b><u>Paralegal</u></b>		
Introduction to Legal Studies	PLG 101	3
Legal Research and Writing	PLG 103	3
Elective	PLG ___	3
<b><u>TOTAL MINIMUM CREDITS:</u></b>		<b>64</b>