



Program Map
Office Administration: Legal

Degree: Legal Administrative Assistant Associate of Applied Science (AAS)
Certificate: Legal Administrative Assistant Level 1 (C1)



BUSINESS

Program Description: This program prepares the student for work in the legal field as a legal office assistant or to enter the Legal Assistant program. The student will learn the specialized office administration skills required to work in a legal office including legal terminology, processing legal documents, and transcription of dictation specific to the legal field. One semester of internship in a legal office is a culmination of this specialized training.

Contact:
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Department Website:
 sites.austincc.edu/officeadmin

Use this **Program Map** to choose courses with your college advisor and track your progress towards milestones and completion of program.

Pre-Degree Requirements		
Program Specific	Reading and Writing Placement <i>Placements based on TSI</i>	Mathematics Placement <i>Placements based on TSI</i>
TSI Reading Complete	<input type="checkbox"/> Basic Developmental Courses <input type="checkbox"/> ESOL Courses <input type="checkbox"/> INRW Courses	<input type="checkbox"/> MATD-0332 - Basic Math Skills <input type="checkbox"/> MATD-042x/032x – ALEKS Sequence <input type="checkbox"/> MATD-0385/0485 – Developing Mathematical Thinking <i>Not prerequisite for MATH-1314/1324</i> <input type="checkbox"/> MATD-0370 – Elementary Algebra <input type="checkbox"/> MATD-0390 – Intermediate Algebra <input type="checkbox"/> <i>Take MATD-0370 and 0390 to prepare for MATH-1314/1324</i>
<p><i>D = Degree</i> <i>C1 = Level 1 Certificate</i> <i>C2 = Level 2 Certificate</i></p> <p align="center">SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS <i>Plans can be modified to fit the needs of part-time students by adding more semesters</i> The order courses are taken is not significant, provided prerequisite(s) are met.</p>		

C1	D	Semester 1	CR	Advising Notes
	●	EDUC 1100 - Effective Learning: Strategies for College Success	1	
●	●	POFI 2301 - Word Processing: MS Word I	3	Prerequisite: Ability to key 30 wpm on 5 minute timing. Many required program core courses offer Flex Entry. Speak with your advisor to learn more about the Flex Entry option.
●	●	POFI 1104 - Computer Fundamentals: MS Windows/Outlook	1	
●	●	POFT 1301 - Business English	3	See course description for prerequisite. Petition course, requires Department Chair permission to register.
●	●	POFT 1309 - Administrative Office Procedures I	3	Prerequisite: POFI 2301 or equivalent. Petition course, requires Department Chair permission to register.
	●	MATH 1332 - College Mathematics	3	
	●	Oral Communication	3	Select a speech course from the Component Area Option section of the Core Curriculum Course List.
10	17		17	Program Semester Hours / Meet with your advisor
Semester 2				
●	●	POFT 2331 - Administrative Systems: Office Management	3	See course description for prerequisite. Offered in FALL ONLY.
●	●	LGLA 1311 - Introduction to Law	3	
●	●	POFI 1349 - Spreadsheets -- Excel	3	Ability to key 30 wpm.

●	●	POFI 2340 - Advanced Word Processing: MS Word II	3	Prerequisite: POFI 2301 or equivalent. Ability to key 35 wpm.
	●	POFT 1321 - Business Math	3	See course description for prerequisite. Petition course, requires Department Chair permission to register.
12	15		15	Program Semester Hours / Meet with <i>faculty</i> advisor
Semester 3				
●	●	ITSW 1310 - Introduction to Presentation Graphics Software - PowerPoint	3	Ability to key 30 wpm.
●	●	POFI 2350 - Databases: Access	3	Ability to key 30 wpm.
	●	Social and Behavioral Sciences	3	Select from the appropriate section of the Core Curriculum Course list.
	●	Language, Philosophy, and Culture OR Creative Arts	3	Select from the appropriate section of the Core Curriculum Course list.
	●	LGLA 1313 - Introduction to Paralegal Studies	3	
6	15		15	Program Semester Hours / Meet with your advisor
Semester 4				
●	●	POFT 2203 - Speed and Accuracy Building	2	The ability to key 40 wpm.
●	●	POFI 1372 - Integrated Computer Applications	3	See course description for prerequisite. Course offered in SPRING ONLY. Petition course, requires Department Chair permission to register. ACHIEVEMENT: Legal Administrative Assistant Level 1 Certificate
	●	POFT 2312 - Business Correspondence and Communication	3	Prerequisite: POFT 1301 or equivalent. Offered in SPRING ONLY. Petition course, requires Department Chair permission to register.
	●	ENGL 2311 - Technical and Business Writing	3	
	●	POFL 2286 - Internship – Legal Administrative Assistant/Secretary	2	See course description for prerequisite. ACHIEVEMENT: Associate of Applied Science Legal Administrative Assistant
5	13		13	Program Semester Hours
33	60	Total Program Hours: 60		

Please always check online at austincc.edu/catalog or meet with your academic or program advisor to ensure that you are viewing the latest and most accurate information.

Career & Transfer Resources

ACC's Career & Transfer websites provide detailed, guided information on career exploration and transfer.

www.austincc.edu/career

www.austincc.edu/transfer

For further information regarding this specific program, please see the Career & Transfer Resources supplement provided in the next section of this Program Map.

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Career & Transfer Resources Updated 8/18/17

Career Information

Common Job Titles

Legal Secretaries (includes Confidential Secretary, Judicial Administrative Assistant, Legal Administrative Secretary, Legal Assistant, Legal Secretary, Litigation Assistant, Magistrate Assistant, Secretary)

Regional Labor Market Information

Legal Secretaries: New workers generally start around \$33,666. Normal pay for Legal Secretaries is \$44,219 per year, while highly experienced workers can earn as much as \$71,181. Over the last year, 50 companies have posted 209 jobs for Legal Secretaries in this region. There are currently 992 Legal Secretaries that are employed in Austin-Round Rock, TX.

Source: <https://austincc.emsicc.com/careers/legal-secretary>

Career and labor market research tools (see Quick Reference Guide at <http://www.austincc.edu/career>):

EMSI: <https://austincc.emsicc.com/>, Bureau of Labor Statistics: <http://www.bls.gov/ooh/>, O*NET: <https://www.onetonline.org/>

Career Resources: ACC's career services website provides information on career exploration and employment at <http://www.austincc.edu/career>. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an ACC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

Transfer Information

The Legal Administrative Assistant Associate of Applied Science prepares students to directly enter the workforce; however, a Bachelor of Applied Arts and Sciences (BAAS) is an excellent alternative to the BBA degree. These degrees apply non-transferable courses and work experience towards the degree. You still must meet general education requirements and take upper level courses.

Transfer Guides: *The universities listed here do not constitute an ACC endorsement. Transfer course evaluations and determination of which courses will count toward a bachelor's degree are made by the receiving transfer institution.*

Texas State University: <http://www.owls.txstate.edu/undergraduate-degrees/applied-arts-sciences.html>

Concordia University Texas: <http://www.concordia.edu/academics/college-of-business-and-communication/baas-in-business.html>

Tarleton State University: <http://www.tarleton.edu/degrees/bachelors/baas-business/>

Texas A&M University - Central Texas: <https://www.tamuct.edu/degrees/undergraduate/business-management.html>

Texas Tech University: https://www.depts.ttu.edu/universitystudies/prospective_students/baas.php

Additional Transfer Resources: ACC's transfer website provides information on additional colleges & universities: <http://www.austincc.edu/transferguides>. Students are encouraged to consult with a faculty advisor, area of study advisor, and/or their chosen transfer institution to ensure courses taken at ACC will apply toward their bachelor's degree program.