



# NSCC Guided Pathway

2019-20

## Legal Administrative Assistant (LAD) – Business and Administration Pathway

### Associate in Science • Career & Technical Education and Business Division

Recommended Course Selection Sequence		Required	Credits	Course Offered	CPL Option	Completion
OFT101	Keyboarding and Word Processing	Ⓡ	3	Fall only	X	<input type="checkbox"/>
OFT114	Business Communications	Ⓡ	3			<input type="checkbox"/>
PLG101	Introduction to Law and Paralegal Practice	Ⓡ	3			<input type="checkbox"/>
BUS102	Business Law	Ⓡ	3		X	<input type="checkbox"/>
Liberal Arts Elective		Ⓡ	3		X	<input type="checkbox"/>
OFT102	Advanced Keyboarding and Word Processing	Ⓡ	3		X	<input type="checkbox"/>
CMP101	Composition 1	Ⓡ	3		X	<input type="checkbox"/>
OFT222	Spreadsheets and Presentation Graphics	Ⓡ	3			<input type="checkbox"/>
Liberal Arts Elective		Ⓡ	3			<input type="checkbox"/>
PLG108 or PLG104 or PLG205	Real Estate Law Basic Criminal Law and Procedure Computer Applications for the Law Office	Ⓡ	3			<input type="checkbox"/>
CMP102-150	Composition 2 Elective	Ⓡ	3		X	<input type="checkbox"/>
OFT212	Administrative Office Procedures	Ⓡ	3	Fall only	X	<input type="checkbox"/>
OFT226	Database and Calendar Management	Ⓡ	3			<input type="checkbox"/>
Liberal Arts Elective		Ⓡ	3		X	<input type="checkbox"/>
PLG108 or PLG104 or PLG205	Real Estate Law Basic Criminal Law and Procedure Computer Applications for the Law Office	Ⓡ	3			<input type="checkbox"/>
SPE102 or SPE104	Speech Small Group Communication	Ⓡ	3		X	<input type="checkbox"/>
OFT209	Information Transcription	Ⓡ	3	Spring only		<input type="checkbox"/>
OFT252	Integrated Office Applications	Ⓡ	3			<input type="checkbox"/>
Liberal Arts Elective		Ⓡ	3		X	<input type="checkbox"/>
COP202	Cooperative Education/Internship	Ⓡ	3		X	<input type="checkbox"/>

Total Program Credits:

60

#### Program Notes

- Open admissions
- Eligible North Shore Promise program
- Day program

#### Campus Information

- Lynn campus based

#### Additional Graduation Requirements

- Cumulative CLGPA at or above 2.0
- Submit your intent to graduate form at: [www.northshore.edu/registrar](http://www.northshore.edu/registrar)

#### Advising Notes

- This degree is designed upon completion for a student to be eligible for entry level employment as a legal office administrative assistant.
- Courses are listed in the recommended order you should take them.
- Many courses have prerequisite requirements that must be fulfilled to be eligible to enroll in the course.
- If you intend to graduate with an associate degree in two years, you should enroll in at least 15 credits if taking only fall/spring courses.
- Completing 30 credits each year helps students stay on track to timely graduation.
- Taking classes in the winter intercession and summer can accelerate your time to degree completion.
- All student degree audits for graduation purposes will be based off the official program of study the student is enrolled in.

Ⓡ Required course for degree

X Center for Alternative Studies & Educational Testing (CAS) – Course competencies and prerequisites may be fulfilled through Credit for Prior Learning (CPL). Visit [www.northshore.edu/cas](http://www.northshore.edu/cas) for more information.



Congratulations NSCC Graduate!