LAKE LAND COLLEGE

A.A.S. OFFICE ASSISTANT-LEGAL
to
EASTERN ILLINOIS UNIVERSITY
ORGANIZATIONAL & PROFESSIONAL DEVELOPMENT

FIRST YEAR

First Semester		Hours
BUS-114	Advanced Formatting *	3.0
BUS-123	Notetaking	4.0
--- ---	Social Science Elective	3.0
BUS-200	Legal Environment of Business	3.0
ENG-095	Business English	3.0
SFS-101	Strategies for Success OR	
HED ---	Health Elective OR	
PED ---	P.E. Elective	2.0
	SEMESTER TOTAL	**18.0**

Second Semester		
BUS-115	Processing Info *	3.0
CIS-160	Practical Software Application	3.0
BUS-094	Business Math	3.0
BUS-095	Fundamentals of Accounting OR	
BUS-151	Financial Accounting *	3.0
CIS-101	Internet Systems/Applications OR	
CIS-099	Web Page Design *	3.0
CIS-093	Access *	2.0
BUS-065	Legal Terminology (Module)	1.0
	SEMESTER TOTAL	**18.0**

SECOND YEAR

First Semester		Hours
CIS-056	Advanced Software Applications *	3.0
CIS-058	Specialized Software Apps	3.0
BUS-141	Business Communications *	3.0
CJS-150	Introduction to Criminal Justice	3.0
COM-111	Introduction to Speech Communication	3.0
BUS-061	Office Transcription *	2.0
	SEMESTER TOTAL	**17.0**

Second Semester		
PSY-271	Introduction to Psychology	3.0
BUS-060	Automated Office Procedures (Module) *	3.0
BUS-079	Professional Development (Module)	3.0
BUS-081	Office Assistant Internship *	5.0
BUS-080	Office Professional Seminar	1.0
	SEMESTER TOTAL	**15.0**
	TOTAL PROGRAM HOURS	**65.0**

Notes:*Prerequisites
    "C" or better is required for Composition I, Composition II and Public Speaking
    Eastern Illinois University Semester Hours=52

Total program semester hours = 123-124
Apply to Eastern Illinois University one year prior to enrollment
One general education course must be designated as culturally diverse
40 upper division hours are required for graduation. This can be met through general education, portfolio, or a combination.
General Education Math may have prerequisites or subject to math placement.
OPD majors are exempt from the foreign language requirement at Eastern
A 2.5 GPA (or special permission from the OPD Program Coordinator) is required for admission to EIU OPD program.
This is a suggested course sequence. Students must work with their advisor to develop a sequence plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.