Legal Office Specialist (032B) Curriculum Map

	COURSE Prefix & Number																				
THE STUDENT (Discipline) SHALL BE ABLE TO:	OAT 121	OAT 273	OAT 155	BUS 101	ACCT 105/110	OAT 122/180	ECON 201	OAT 156	BUS 215/ PARL 120	OAT 260	OAT 274	OAT 276	OAT 169	OAT 261	OAT 275	OAT 285	OAT 293	OAT 171*	OAT 172**	OAT 190***	OAT 225***
Read, write, and speak effectively using business/legal terminology.	I		I	E	E	I	E	I	I	R	R	R	I	R	R	E	R			E	E
Develop the necessary keyboarding skills to properly create and format legal documents.		R			I	I		I		R	R	E	E	I		R	R	I	E	I	E
Demonstrate competence in implementing the computer skills required in the creation of word processing documents.	I	R		I		E		E		R	R	R	E	E	E	R	R	I	E	I	R
Demonstrate competence in implementing the computer skills required in the creation of spreadsheets.	I				E	I		E		E	E	R			I	R	R			I	I
Demonstrate competence in implementing the computer skills required in the creation of databases.	I					I		E		R	E	E			I	R	R				I
Demonstrate competence in implementing the computer skills required in the creation of presentations.	I			I		I		E		R	E	R		E	E	R	R			I	I
Demonstrate competence in implementing the computer skills required to be able to use the Internet to locate specific legal information and use email.	I	E		E		I	I	E	I	R	R	R		R	E	R	R	I	I	E	I
Display professional behaviors complimentary to the profession through sound ethical decision making.	I	R	I	I	I	I	E	I	I	R	R	R	E	R	R	R	R		E	E	E
Locate and utilize resources to promote continued learning.	I	R	I	I	I	I	I	I	I	R	R	R	I	R	E	R	R		E	E	E
*Prerequisite for OAT 172																					
**Group I Elective taken by most students																					
*** Group I Electives																					
Reviewed:10-10-03																					
Submitted by:Tina Dierkes																					
Division: Business																					
Status: Aproved																					