

Highland Community College Suggested Program of Study
Business Information Systems Legal (Associate in Applied Science)

The Business Information Systems-Legal Option is for individuals who are seeking a career as a legal office assistant. Individuals planning to transfer credit for a baccalaureate degree should check with the college for particular requirements. Students will receive hands-on experience in a computer lab.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
ENG 101	College English I	3
ENG 102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
BUS 139	Microcomputer Appl. I: Word Processing*	3
COL 103	College Success and Orientation	1
	PE Elective	1
<u>Humanities</u>	Humanities Elective	3
<u>Social & Behavioral Science</u>	Social Science Elective	3
<u>Mathematics or Science</u>	Math or Science Elective	3
<u>Business Information Systems Requirements</u>		
BUS 103	Accounting I* or	
BUS 116	Introduction to Accounting*	3
BUS 110	Records Management*	3
BUS 115	Business Math using Calculators*	3
BUS 117	Computerized Accounting	3
BUS 132	Microcomputer Appl. I: Outlook*	1
BUS 133	Microcomputer Appl. I: Spreadsheet*	3
BUS 137	Microcomputer Appl. I: Integrated Software*	3
BUS 148	Legal Transcription*	3
BUS 151	Microcomputer Appl. I: Electronic Business Pres.*	3
BUS 182	Microcomputer Appl. I: Database Management*	1
BUS 188	Computer Appl. I: Windows*	1
BUS 208	Legal Procedures*	3
BUS 213	Business Communication*	3
<u>Open Electives</u>	Open Electives	10

* Fulfills Business Information Systems (Legal) requirements.

** Check transferability to four-year schools.

Potential Employment Applications of Degree

A legal office assistant uses legal terms and procedures in preparing summonses, complaints, motions, subpoenas, deeds, contracts, wills, and other legal documents. A legal assistant will also transcribe dictation, file, sort, make appointments, process billing, and keep information confidential.