



Fall 2020

This document is an initiative of



## Associate in Science Degree Pathway

Academic Pathway # 2250 Office Administration: Legal Office Specilization

### Suggested Pathway to Graduation

Shown here is an **example** of a full time Academic Pathway to fulfill your AS requirements. This is the recommended sequence of courses whether a full time or part time schedule. Consult with your First Year Success Specialist to develop a personalized schedule to complete your course requirements. If you change your goals or program, you will need to develop a new pathway with your advisor.

Offered	Taken	Category	Order	Course #	Course Title	Credits	Options	StartSmart Activity
<b>Fall</b>								
FA, SP, SU		PC	1	OST1100	Introduction to Word	3	N	<b>SS1</b> -Meet personally with first year advisor
FA, SP, SU		S	2	ENC1101	Freshman Composition Skills I	3	N	Set up schedule for personalized Pathway
FA, SP, SU		PC	3	CGS1100	Microcomputer Applications	3	N	<b>SS2</b> -Contact made with first year advisor
FA, SP		PC	4	PLA1003	Introduction to the Paralegal Field	3	N	<b>SS3</b> -Meet personally with first year advisor
FA, SP, SU		S	5	MGF1106	Liberal Arts Mathematics	3	Y	
<b>Spring</b>								
SP, SU		PC	6	OST1110	Intermediate Word	3	N	<b>SS4</b> -Contact made with first year advisor
FA, SP, SU		PC	7	OST2335	Business Communications	3	N	<b>SS5</b> -Meet personally with first year advisor
FA, SP, SU		PC	8	BUL2241	Business Law I	3	N	Review embedded Certificates for Pathway Electives if available
FA, SP, SU		PC	9	OST1384	Customer Service	3	N	
FA, SP, SU		PC	10	ACG2021	Financial Accounting	3	N	Check out CF BAS programs for your continued education
<b>Summer</b>								
FA, SP, SU		S	11	ESC1000	Earth Science	3	Y	Join college activity
FA, SP, SU		E	12	CGS2103	Spreadsheet Applications	3	Y	<b>Take MOS: Excel Certification</b>
<b>Fall</b>								
FA		E	13	PLA1104	Legal Research and Writing	3	Y	Visit Career Source or Job Placement Center
FA, SP		PC	14	OST2717	Advanced Word	3	N	<b>Take MOS: Word Certification</b>
FA, SP, SU		E	15	CGS2557	Internet Technologies	3	Y	Attend college activity
FA, SP, SU		S	16	SYG2000	Introduction to Sociology	3	Y	Apply to State College or University of Choice
<b>Spring</b>								
SP		PC	17	PLA2201	Litigation Procedures	3	N	Apply for Graduation 1st two weeks of last semester
SP		PC	18	OST2401	Office Administration I	3	N	<b>Take MOS: Outlook Certification</b>
FA, SP, SU		S	19	HUM1020	Introduction to Humanities	3	Y	Attend college activity
FA, SP, SU		PC	20	OST1949	Office Administration Co-Op	3	N	<b>GRADUATE</b>

Inquire about scholarships and prereq loans.

### Category Legend

- S = State
- I = Institution
- FL = Foreign Language
- \*\* = Gordon Rule
- # = C or Better required
- CI = Civics Initiative
- CC = Computer Competence
- E = Pathway Elective
- + = Prerequisite(s) required
- ^ = Certificate courses embedded

***This recommended plan is not a binding agreement of any kind between the College of Central Florida and the student, but merely represents a potential curriculum which may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.***

**This Plan** - This academic pathway is designed to help you earn an Associate in Science degree. The courses within the pathway satisfy your General Education requirements and the Program core requirements in your chosen field to earn your degree.

**Academic Advising** - You can find your assigned advisor and schedule an appointment with them through the link on your MyCF page. All students will be assigned a first year success specialist upon entry to the College of Central Florida. StartSmart requires you to communicate with your first year success specialist five times during the first year. You will **develop a personalized schedule** to meet your goals and complete your course requirements. Once you have completed your first year (24 credits) you will be assigned a pathway advisor who will remain with you until graduation.

**Associate in Science Degree** - Associate in Science is a degree in the areas of science, technology, engineering and math (STEM) or in the area of career technical education. It prepares you for the workforce in a specific career field. Most programs are two years in length.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or [smithc@cf.edu](mailto:smithc@cf.edu).



