

FINAL VERSION - EFFECTIVE FALL 2016

**ASSOCIATE IN APPLIED SCIENCE DEGREE:
MANAGEMENT DEVELOPMENT:
Administrative-Legal Option
(Suggested Occupational Plan)**

				Sem.	Clock	
			Lec	Lab	Hrs.	Hours
FIRST SEMESTER						
LGLA 1317.	Law Office Technology	3	0	3	48	
POFI 2301.	Word Processing	2	2	3	64	
HRPO 1311.	Human Relations	3	0	3	48	
LGLA 1307.	Introduction to Law and the Legal Professions	3	0	3	48	
POFT 1301.	Business English.....	3	0	3	48	
SECOND SEMESTER						
POFI 1349.	Spreadsheets	2	2	3	64	
BUSI 1301.	Business Principles.....	3	0	3	48	
ENGL 1301.	Composition I.....	3	0	3	48	
BMGT 2305.	Advanced Communications in Management		3	0	3	48
	Mathematics OR Life and Physical Science Core Elective	3	0	3	48	48
THIRD SEMESTER						
POFT 1309.	Administrative Office Procedures I.....	3	0	3	48	
POFI 2350.	Databases.....	2	2	3	64	
LGLA 2307.	Law Office Management.....	3	0	3	48	
ACNT 1311.	Introduction to Computerized Accounting .	3	0	3	48	
SPCH 1315.	Fundamentals of Public Speaking OR					
SPCH 1321.	Business and Professional Communication	3	0	3	48	
FOURTH SEMESTER						
POFT 1349.	Administrative Office Procedures II (Fall Only)	3	0	3	48	
POFT 1319.	Records and Information Management I.....	3	0	3	48	
BMGT 1174.	Seminar.....	1	0	1	16	
POFT 2264.	Practicum-Administrative Assistant/ Secretarial Science, General (Capstone).....	0	20	2	320	
	Creative Arts OR Language, Philosophy, and Culture Core Elective	3	0	3	48	48
	Social and Behavioral Sciences Core Elective	3	0	3	48	
	Total Semester Hours for Associate Degree			60		

Courses in **bold type** meet General Education requirements for Del Mar College Associate in Applied Science degrees.

VERSION MARKED WITH IDENTIFIED REVISIONS FOR REFERENCE

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For the most updated certificate plan, please access the certificate plan on the College's website at www.delmar.edu/degrees.aspx