

| LEGAL ADMINISTRATIVE ASSISTANT SPECIALIZATION (AAS) |  |                                       |   |   |                               |
|---|--|---------------------------------------|---|---|-------------------------------|
|   | Intellectual Competencies*   | Semester 1                            | Semester 2  | Semester 3                                      | Semester 4                    |
| 1   | <b>READING</b> the ability to analyze and interpret a variety of printed materials - books, documents, and articles  | <b>MATH 1332</b>                      |   | <b>GOVT 2306,</b><br><i>Humanities Elective</i> | <b>ENGL 1301 or ENGL 2311</b> |
| 2   | <b>WRITING</b> the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience  |                                       |   | <b>GOVT 2306,</b><br><b>Humanities Elective</b> | <b>ENGL 1301 or ENGL 2311</b> |
| 3   | <b>SPEAKING</b> ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience   | <b>SPCH 1318</b>                      |   | <i>Humanities Elective</i>                      | <b>ENGL 1301 or ENGL 2311</b> |
| 4   | <b>LISTENING</b> analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading   | <b>SPCH 1318</b>                      |   | <i>Humanities Elective</i>                      | <b>ENGL 1301 or ENGL 2311</b> |
| 5   | <b>CRITICAL THINKING</b> Ability to apply both qualitative and quantitative skills analytically and creatively to subject matter to evaluate arguments and construct alternative strategies. | <b>SPCH 1318,</b><br><b>MATH 1332</b> |   | <b>GOVT 2306,</b><br><i>Humanities Elective</i> | <b>ENGL 1301 or ENGL 2311</b> |
| 6   | <b>COMPUTER LITERACY</b> understand our technological society, use computer based technology in communication, solving problems, acquiring information                                       | <b>SPCH 1318</b>                      |   | <i>Humanities Elective</i>                      | <b>ENGL 1301 or ENGL 2311</b> |
|   | <b>Non-Core courses</b>  | POFI 1204                             | LGLA 1311   | ITSW 1310                                       | POFL 1359                     |
|   | <b>Non-Core courses</b>  | POFI 2301                             | POFI 1449   | POFI 1371                                       | POFT 1449                     |
|   | <b>Non-Core courses</b>  | POFT 1301                             | POFT 1321   | POFT 2312                                       | POFT 2386                     |
|   | <b>Non-Core courses</b>  | POFT 1309                             | POFT 2331   | LGLA 1313                                       | POFT 2203                     |
|   | <b>Non-Core courses</b>  |                                       | POFI 2340   |   | LGLA 2307                     |
|   |  |                                       |   |   | BUSI 2301                     |
|   | *All competencies are expected to be performed above the 12th grade level  |                                       |   |   |                               |
|   |  |                                       |   |   |                               |
|   | <b>Bold = competency addressed by this course</b>  |                                       |   |   |                               |
|   | <i>Italics (orange) = &lt;25% likelihood of being addressed by this course</i>   |                                       | <i>Italics (blue) = 51 - 75% likelihood of being addressed by this course</i> |   |                               |
|   | <i>Italics (red) = 25 - 50% likelihood of being addressed by this course</i>   |                                       | <i>Italics (green) = &gt;75% likelihood of being addressed by this course</i> |   |                               |