

St. Clair County Community College Courses**Core Courses:**

See Core Requirement Sheet (other side)

St. Clair County Community College Courses**Required Major Courses:**

OA 270 Legal Transcription **AND**
BUS 153 Introduction to Business Law
OA 225 Business Communications **AND**
OA 161 Office Technology
ACCT 211 Principles of Accounting I

Recommended Legal Administration Elective Courses:

ACCT 189 Office Accounting
OA 115 Intermediate Keyboarding
OA 275 Legal Office Administrative Procedures
OA 150 Windows and File Management For Beginners

UDM Equivalencies**UDM Equivalencies**

LA 110 Intro. to Law & Legal Terminology
LAD 310 Intro. to Law Office Management
LAD 351 Legal Accounting