

**DELETION OF DEGREE PLAN
EFFECTIVE SPRING 2017**

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

	Lec	Lab	Sem. Hrs.	Clock 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 1311. Introduction to Law.....	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
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
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.

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