

**Business, Math, Science & Technology Division
Degree Plan**

2007-2008

**ADMINISTRATIVE OFFICE CAREERS
Certificate
Legal Office Specialist**

STUDENT NAME _____ SS# _____
 ADDRESS _____ CITY, STATE, & ZIP CODE _____
 TELEPHONE (DAY) _____ EVE _____ ENROLLMENT DATE _____

PLACEMENT TESTING:

| | | | | |
|-------------------------------|-------|---------|-------|---|
| Alternative Exam: | Read | Writing | Math | *TSI COMPLETE/EXEMPT/WAIVED DATE: _____ *Texas Success Initiative Rules |
| Accuplacer/ASSET/COMPASS/THEA | _____ | _____ | _____ | |
| ACT | _____ | _____ | _____ | |
| SAT | _____ | _____ | _____ | |

DEVELOPMENTAL COURSES (enter grade) _____ Orin 101 - College Success
 Reading: _____ None _____ READ 70 _____ READ 80 _____ READ 90 _____ Non Course Remediation
 Writing: _____ None _____ ENGL 71 _____ ENGL 81 _____ ENGL 91 _____ Non Course Remediation
 Math: _____ None _____ MATH 80 _____ MATH 85 _____ MATH 90 _____ Non Course Remediation

| Major Courses | | | SCH | COLLEGE | SEM/YR | GRADE | COMMENTS |
|-------------------------------------|------|---|-----|---------|--------|-------|----------|
| FIRST YEAR - FALL SEMESTER | | | | | | | |
| LGLA | 1307 | Introduction to Law and Legal Professions | 3 | | | | |
| POFI | 2301 | Word Processing | 3 | | | | |
| POFL | 1305 | Legal Terminology | 3 | | | | |
| POFT | 1301 | Business English | 3 | | | | |
| POFT | 1329 | Beginning Keyboarding | 3 | | | | |
| FIRST YEAR - SPRING SEMESTER | | | | | | | |
| POFI | 2340 | Advanced Word Processing | 3 | | | | |
| POFL | 1303 | Legal Office Procedures I | 3 | | | | |
| POFT | 1319 | Records and Information Management I | 3 | | | | |
| POFT | 1328 | Business and Professional Presentations | 3 | | | | |
| POFT | 2312 | Business Correspondence & Commun. | 3 | | | | |
| FIRST YEAR - SUMMER | | | | | | | |
| POFL | 2301 | Legal Document Processing | 3 | | | | |
| POFL | 2264 | CAPSTONE: Practicum | 2 | | | | |
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STUDENT'S SIGNATURE _____ DATE _____ FACULTY/ADVISOR'S SIGNATURE _____ DATE _____

2007-2008 Legal Office Specialist, Certificate

PRE-REQUISITES:

- LGLA 1307 INTRODUCTION TO LAW AND LEGAL PROFESSIONS**
Prerequisite: None.
- POFI 2301 WORD PROCESSING**
Prerequisite: POFT 1227 or permission from the department.
- POFL 1305 LEGAL TERMINOLOGY**
Prerequisite: None.
- POFT 1301 BUSINESS ENGLISH**
Prerequisite: None.
- POFT 1329 BEGINNING KEYBOARDING**
Prerequisite: POFT 1227 or permission from the department.
- POFI 2340 ADVANCED WORD PROCESSING**
Prerequisite: POFI 2301.
- POFL 1303 LEGAL OFFICE PROCEDURES I**
Prerequisite: POFT 1329 or permission from the department.
- POFT 1319 RECORDS AND INFORMATION MANAGEMENT I**
Prerequisite: None.
- POFT 1328 BUSINESS AND PROFESSIONAL PRESENTATIONS**
Prerequisite: POFT 1227 or permission from the department.
- POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATION**
Prerequisite: POFT 1301.
- POFL 2301 LEGAL DOCUMENT PROCESSING**
Prerequisite: POFT 1329.
- POFL 2264 CAPSTONE: PRACTICUM**
Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours.