

2008-2009

ADMINISTRATIVE OFFICE CAREERS
Associate of Applied Science
Legal Office Management

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: _____
Accuplacer/ASSET/COMPASS/THEA	_____	_____	_____	
ACT	_____	_____	_____	
SAT	_____	_____	_____	

*Texas Success Initiative Rules

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 & Communication	3				
FIRST YEAR - SUMMER SESSION							
POFL	2301	Legal Document Processing	3				
SECOND YEAR - FALL SEMESTER							
POFL	1340	Legal Office Procedures II	3				
POFL	1355	Legal Issues and Medical Records	3				
POFL	1359	Legal Transcription	3				
POFT	2331	Administrative Systems	3				
SPCH	1321	Business & Professional Speaking	3				
SECOND YEAR - SPRING SEMESTER							
ENGL	1301	Composition	3				
		Mathematics / Natural Sciences Elective	4				
POFT	2303	Speed and Accuracy Building	3				
PSYC	2301	General Psychology	3				
SPAN	2313	Spanish for Spanish Speakers I or ARTS 1301	3				
SECOND YEAR - SUMMER SESSION							
POFL	2264	CAPSTONE: Practicum	2				

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOURS GENERAL EDUCATION REQUIREMENT

STUDENT'S SIGNATURE _____ DATE _____ FACULTY / ADVISOR'S SIGNATURE _____ DATE _____

2008-2009 Legal Office Management, Associate of Applied Science

PRE-REQUISITES:

LGLA	1307	INTRODUCTION TO LAW AND LEGAL PROFESSIONS <i>Prerequisite: None.</i>
POFI	2301	WORD PROCESSING <i>Prerequisite: POFT 1227 or permission from the department.</i>
POFL	1305	LEGAL TERMINOLOGY <i>Prerequisite: None.</i>
POFT	1301	BUSINESS ENGLISH <i>Prerequisite: None.</i>
POFT	1329	BEGINNING KEYBOARDING <i>Prerequisite: POFT 1227, or permission from the department.</i>
POFI	2340	ADVANCED WORD PROCESSING <i>Prerequisite: POFT 2301.</i>
POFL	1303	LEGAL OFFICE PROCEDURES I <i>Prerequisite: POFT 1329 or permission from the department.</i>
POFT	1319	RECORDS AND INFORMATION MANAGEMENT I <i>Prerequisite: None.</i>
POFT	1328	BUSINESS AND PROFESSIONAL PRESENTATIONS <i>Prerequisite: POFT 1227 or permission from the department.</i>
POFT	2312	BUSINESS CORRESPONDENCE & COMMUNICATION <i>Prerequisite: POFT 1301.</i>
POFL	2301	LEGAL DOCUMENT PROCESSING <i>Prerequisite: POFT 1329.</i>
POFL	1340	LEGAL OFFICE PROCEDURES II <i>Prerequisite: POFL 1303.</i>
POFL	1355	LEGAL ISSUES AND MEDICAL RECORDS <i>Prerequisite: POFT 1329 and POFL 1305.</i>
POFL	1359	LEGAL TRANSCRIPTION <i>Prerequisite: POFT 1329 and POFT 1301.</i>
POFT	2331	ADMINISTRATIVE SYSTEMS <i>Prerequisite: POFT 1349 or POFL 1340.</i>
SPCH	1321	BUSINESS & PROFESSIONAL SPEAKING <i>Prerequisite: Completion of READ 0080 or equivalent.</i>
ENGL	1301	COMPOSITION <i>Prerequisite: A score of 60+/E-6, E-7, E-8 or 80+/E-5 on the ACCUPLACER Exam for Writing, equivalent placement score, or completion of ENGL 0091 with a grade of "C" or better; and a score of 61 on the ACCUPLACER Exam for Reading, the completion of READ 0080 or equivalent.</i>
POFT	2303	SPEED AND ACCURACY BUILDING <i>Prerequisite: POFT 1329.</i>
PSYC	2301	GENERAL PSYCHOLOGY <i>Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.</i>
SPAN	2313	SPANISH FOR SPANISH SPEAKERS I <i>Prerequisite: None.</i>
ARTS	1301	ART APPRECIATION <i>Prerequisite: READ 0080 or equivalent.</i>
POFL	2264	CAPSTONE: PRACTICUM <i>Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.</i>

MATHEMATICS / NATURAL SCIENCES ELECTIVE - 4 CREDITS (Depending on the course, check the catalog for pre-requisites.)