

Business & Technology Division Degree Plan

2009-2010

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 Presentations	3				
POFT	2312	Business Correspondence & Commun.	3				
FIRST YEAR - SUMMER							
POFL	2301	Legal Document Processing	3				
POFL	2264	CAPSTONE: Practicum	2				

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

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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 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.