

ASSOCIATE OF APPLIED SCIENCE
LEGAL ADMINISTRATIVE ASSISTANT (2507)

TOTAL CREDIT HOURS REQUIRED: 67-68

YEAR 1

First Semester

COMPUTATION GENERAL EDUCATION COURSE ----- 3
POFT 1301 Business English -----3
POFT 1313 Professional Development for Office Pers. -----3
*ITSW 1301 Introduction to Word Processing -----3

Second Semester

POFT 2312 Business Correspondence & Communication ---- 3
*POFT 2301 Intermediate Keyboarding **OR**
POFI 2340 Advanced Word Processing ----- 3
ACCT 2301 Principles of Accounting I ----- 3
POFT 1319 Records & Information Management I ----- 3
MATH OR NATURAL SCIENCE (See 1) ----- 3-4

Summer Session

GOVT 2301 American/Texas: National & State ----- 3
SPCH 1311 Fundamentals of Speech ----- 3
POFT 2203 Speed & Accuracy Building ----- 2

YEAR 2

First Semester

POFL 1305 Legal Terminology ----- 3
LGLA 1307 Intro to Law & the Legal Professions ----- 3
LGLA 2307 Law Office Management ----- 3
ENGL 1301 Freshman Composition I ----- 3
LGLA 1317 Law Office Technology ----- 3

Second Semester

POFT 1220 Job Search Skills ----- 2
POFT 1309 Administrative Office Procedures I ----- 3
POFL 1245 Legal Secretary Exam Review ----- 2
LGLA 1342 Federal Civil Litigation ----- 3
POFL 1459 Legal Transcription ----- 4

Summer Session

POFL 2386 Internship - Legal Administrative Assist ----- 3

TOTAL CREDIT HOURS -----52 -----15-16

*Prerequisite(s): Students with fewer than 25 wpm must take POFT 1329.

(1) Select one course: MATH 1333, 1314 or higher, BIOL 1370 or higher, CHEM 1370, 1406, 1411, 1470, PHYS 1301, 1305