

LEGAL OFFICE ADMINISTRATION

Associate of Applied Science

Applied Business Technology
College of Applied Technology and General Studies
UTB-TSC

Student _____ ID# _____ Date _____

E-mail _____ Signature _____

Academic or Faculty Advisor _____ Date _____

FIRST SEMESTER

| | | HRS | GR | SEM |
|-----------|-----------------------------------------------|-----|----|-----|
| POFT 1313 | Professional Development for Office Personnel | 3 | | |
| POFL 1305 | Legal Terminology | 3 | | |
| LGLA 1307 | Intro to Law & Legal Professions | 3 | | |
| POFT 1301 | Business English | 3 | † | |

SECOND SEMESTER

| | | | | |
|-----------|--------------------------------------|---|--|--|
| LGLA 1317 | Law Office Technology | 3 | | |
| ACNT 1403 | Introduction to Accounting I | 4 | | |
| LGLA 1345 | Civil Litigation | 3 | | |
| POFT 1319 | Records and Information Management I | 3 | | |
| POFT 1309 | Administrative Office Procedures I | 3 | | |

THIRD SEMESTER

| | | | | |
|-----------|---------------------------------------------------------|---|---|--|
| LGLA 1353 | Wills, Trusts & Probate Administration | 3 | | |
| LGLA 1355 | Family Law | 3 | | |
| BUSG 2317 | Business Law/Commercial | 3 | | |
| ENGL 1301 | Composition I | 3 | † | |
| ARTS 1301 | Art Appreciation or MUSI 1306 Music Appreciation | 3 | | |
| GOVT 2301 | American and Texas Government | 3 | | |

FOURTH SEMESTER

| | | | | |
|------------------------------------------|-----------------------------------------------------------|-----------|---|--|
| LGLA 2307 | Law Office Management | 3 | | |
| LGLA 2380 | Cooperative Education ¹ (Capstone) | 3 | † | |
| ENGL 1302 | Composition II or | 3 | † | |
| SPCH 1315 | Applied Communication | | | |
| | Social/Behavioral Science Elective ² | 3 | | |
| MATH 1314 | College Algebra or MATH 1332 Math for Liberal Arts | 3 | † | |
| TOTAL CREDIT HOURS FOR GRADUATION | | 61 | | |

Please review the requirements listed on this page. Once you have read them, please show your agreement by completing the signature portion at the top.

This degree is active for six(6) years from the Catalog year above. Non-completion may require updating to an active degree. Developmental courses may be recommended based on test scores. All students must comply with Texas Success Initiatives (TSI) requirements.

† Grade of "C" or better is required for graduation.

¹ Co-op Prerequisite: Approval of Department Chair or Co-op Coordinator

² Social / Behavioral Science Elective: ANTH 2351, BUSI 1301, ECON 2301, GEOG 1301, PSYC 2301, SOCI 1301, SOCI 2319, HIST 1301, HIST 1302, GOVT 2301, GOVT 2302.