

LEGAL OFFICE SPECIALIST

Certificate of Proficiency - Level One

CERT1.LGOS
CERT1.LGOS.27
Fall 2008-Spring 2009

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
LGLA	1355	Family Law	3		
POFL	1305	Legal Terminology	3		
LGLA	1307	Intro to Law & the Legal Professions	3		
LGLA	1353	Wills, Trusts, & Probate Administration	3		
POFT	1329	Beginning Keyboarding	3		

SECOND SEMESTER

POFT	1301	Business English	3	†	
LGLA	1345	Civil Litigation	3		
LGLA	1317	Law Office Technology	3		
BUSG	2317	Business Law/Commercial	3		

THIRD SEMESTER

LGLA	2380	Cooperative Education ¹ (Capstone)	3	†	
POFT	1313	Professional Development for Office Personnel	3		
TOTAL CREDIT HOURS FOR GRADUATION			33		

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 Departmental Chair or Co-op Coordinator "C" or better.