

CERTIFICATE OF COMPLETION
LEGAL WORD PROCESSING SPECIALIST (2561)

TOTAL CREDIT HOURS REQUIRED: 34

First Semester

*ITSW 1301 Introduction to Word Processing ----- 3
POFL 1305 Legal Terminology ----- 3
POFT 1313 Professional Development for Office Personnel ----- 3
POFT 1301 Business English ----- 3

Second Semester

LGLA 1307 Introduction to Law & Legal Professions ----- 3
LGLA 2307 Law Office Management ----- 3
*POFL 1459 Legal Transcription ----- 4
POFT 1220 Job Search Skills ----- 2
*POFT 1309 Administrative Office Procedures I ----- 3

Summer Session

POFL 1264 Practicum - Legal Administrative Assistant ----- 2
*POFT 2301 Intermediate Keyboarding **OR**
POFI 2340 Advanced Word Processing ----- 3
POFT 2203 Speed & Accuracy Building ----- 2

TOTAL CREDIT HOURS: ----- 34

*Prerequisites: Students with fewer than 25 wpm must take POFT 1329.