

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
LGLA 2307 Law Office Management	3	SPCH 1321 Bus. & Prof. Speaking	3
POFT 2312 Business Correspondence and Communication	3	LGLA 2380 Cooperative Education Paralegal/Legal Assistant***	3
LGLA 2303 Torts and Personal Injury	3	LGLA 2313 Criminal Law and Procedure	3
POFI 2401 Word Processing I.....	4	MATH 1332 College Math	3
ACNT 1303 Introduction to Accounting****	3	LGLA 1355 Family Law	3
GOVT 2301 American & Tx Government.	3	GOVT 2302 American and Texas Constitution ..	3
	<u>19</u>		<u>18</u>

Total Semester Hours 71

*This program is not designed for transfer.

**Students are eligible to take POFT 2401 if they have keyboarding skills.

***Cooperative training must be approved by the instructor. Approved electives may be substituted when necessary. BUSI 2301 is a prerequisite to all LGLA courses, but may be taken concurrently with LGLA 1219.

****Students will receive credit for ACNT 1303 if they have taken ACCT 2401.

**Legal Assistant Technology*
Certificate Program**

	Sem. Hrs.
LGLA 1307 Intro. to Law & the Legal Professions	3
LGLA 2307 Law Office Management	3
LGLA 1401 Legal Research and Writing	4
LGLA 2313 Criminal Law and Procedure	3
LGLA 1219 Legal Ethics & Professional Responsibility	2
LGLA 1345 Civil Litigation	3
POFT 1301 Business English	3
LGLA 2380 Cooperative Education-Paralegal/Legal Assistant**	3
BUSI 2301 Business Law	3
COSC 1301 Microcomputer Applications	3
ACNT 1303 Introduction to Accounting***	3
Approved Elective****	3
Approved Elective****	3
	<u>39</u>
TOTAL SEMESTER HOURS	

*This program is not designed for transfer.

**Cooperative training must be approved by the instructor. Approved electives may be substituted when necessary.

***Students will receive credit for ACNT 1303 if they have taken ACCT 2401.

****Select from POFT 1429 or 2401, POFI 2401, POFT 2312, SPCH 1321, LGLA 1355, LGLA 1351, 1353, 2303, 2305, POFT 1127, SPAN 1300.