

**FINAL VERSION - EFFECTIVE FALL 2016**

**CERTIFICATE: OFFICE PROFESSIONAL - LEGAL  
(Suggested Occupational Plan)**

		Lec	Sem. Lab	Clock Hrs.	Hours	
<b>FIRST SEMESTER</b>						
POFI 2301.	Word Processing .....	2	2	3	64	
POFI 1349.	Spreadsheets .....	2	2	3	64	
LGLA 1307.	Introduction to Law and the Legal Professions	3	0	3	48	
POFT 1301.	Business English.....	3	0	3	48	
<b>SECOND SEMESTER</b>						
POFT 1319.	Records and Information Management I.....	3	0	3	48	
LGLA 1317.	Law Office Technology .....	3	0	3	48	
BMGT 2305.	Advanced Communications in Management		3	0	3	48
POFT 1309.	Administrative Office Procedures I.....	3	0	3	48	
<b>THIRD SEMESTER</b>						
LGLA 2307.	Law Office Management.....	3	0	3	48	
BMGT 1174.	Seminar .....	1	0	1	16	
POFT 1264	Practicum-Administrative Assistant/ Secretarial Science, General (Capstone).....	0	14	2	224	
Total Semester Hours for Certificate				30		

**VERSION MARKED WITH IDENTIFIED REVISIONS FOR REFERENCE**

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			Lec	Sem. Lab	Clock Hrs.	Hours
<b>FIRST SEMESTER</b>						
POFI 2301.	Word Processing .....	2	2	3	64	
POFI 1349.	Spreadsheets .....	2	2	3	64	
<del>LGLA 1311.</del>	<del>Introduction to Law .....</del>	<del>3</del>	<del>0</del>	<del>3</del>	<del>48</del>	
LGLA 1307.	Introduction to Law and the Legal Professions	3	0	3	48	
POFT 1301.	Business English.....	3	0	3	48	
<b>SECOND SEMESTER</b>						
POFT 1319.	Records and Information Management I.....	3	0	3	48	
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For the most updated certificate plan, please access the certificate plan on the College's website at [www.delmar.edu/degrees.aspx](http://www.delmar.edu/degrees.aspx)