

**Office Administration- Legal (LES)  
January 2015 Start**

<b>40 wpm</b>		
<b>Semester 1</b>	<b>Course Name</b>	<b>Hrs/Wk</b>
BMA101 *	Business Math Applications	3
or		
BMA102	Mathematics of Personal Finance	3
BCM111	Business Communications	4
DPW112	Introduction to Document Production	5
EAC150	College English	3
ICP111	Intro. to Computers and Presentation Software	3
LCT501	Law and the Citizen	2
OPR111	Office Procedures	5
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<b>50 wpm</b>		
<b>Semester 2</b>	<b>Course Name</b>	<b>Hrs/Wk</b>
DMS311	Data Management Software	5
LDP311	Introduction to Legal Document Production	5
LPC311	Legal Procedures Corporate	4
LPI311	Introduction to Legal Procedures	3
TRT311	Transcription Techniques	3
XXXXXX	General Education Option-English Literature Prerequisite: EAC 150	3
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<b>60 wpm</b>		
<b>Semester 3</b>	<b>Course Name</b>	<b>Hrs/Wk</b>
CLJ501	Composition and Research	3
LFP501	Field Placement - Legal	1
LPE512	Legal Procedures: Wills, Estates and Family Law	5
LPL511	Legal Procedures Litigation	4
LPR511	Legal Procedures Real Estate	5
LTR511	Legal Transcription	3
XXXXXX	General Education Option-Liberal Option	3
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