

**DELETION OF CERTIFICATE PLAN
EFFECTIVE SPRING 2017**

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

	Lec	Lab	Sem. Hrs.	Clock Hours
FIRST SEMESTER				
POFI 2301. Word Processing	2	2	3	64
POFI 1349. Spreadsheets	2	2	3	64
LGLA 1311. Introduction to Law	3	0	3	48
POFT 1301. Business English.....	3	0	3	48
SECOND SEMESTER				
POFT 1319. Records and Information Management	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
THIRD SEMESTER				
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

For the most updated certificate plan, please access the certificate plan on the College's website at www.delmar.edu/degrees.aspx