

SOUTH TEXAS COLLEGE ACCELERATED CERTIFICATE PROGRAMS

Fall 2017 & Spring 2018

Register in a Morning or Evening Block Schedule

Legal Office Specialist

Morning Block Schedule

CRN #	Course Title	Course Name	Days	Time	Room
Courses begin on September 5, 2017 - October 13, 2017					
24361	POFT 1301.P03	Business English	MW	9:00am-2:30pm	TBA
24362	POFL 1303.P02	Legal Office Procedures I	TR	9:00am-2:30pm	TBA
24360	POFI 2301.V01	Word Processing	Online	Online	Online
Courses begin on October 23, 2017 - December 15, 2017					
24363	POFT 1329.P04	Beginning Keyboarding	MW	9:00am-1:20pm	TBA
24365	POFL 2301.P01	Legal Document Processing	TR	9:00am-12:20pm	TBA
24364	POFI 2340.V01	Advance Word Processing	Online	Online	Online
Courses begin on January 16, 2018 - March 9, 2018					
24569	POFT 1319.P02	Records & Info. Mgmt.	MW	9:00am-1:20pm	TBA
24570	POFT 1328.P03	Business Presentations	TR	9:00am-1:20pm	TBA
24571	POFT 2312.V01	Business Correspondence	Online	Online	Online
Courses begin on March 19, 2018 - April 27, 2018					
24572	POFL 2264.P01	Capstone	M	9:00am-9:50am	TBA
24573	POFL 1340.V01	Legal Office Procedures II	Online	Online	Online

Evening Block Schedule

CRN #	Course Title	Course Name	Days	Time	Room
Courses begin on September 5, 2017 - October 13, 2017					
24367	POFT 1301.P03	Business English	MW	5:30pm-10:50pm	TBA
24368	POFL 1303.P02	Legal Office Procedures I	TR	5:30pm-10:50pm	TBA
24366	POFI 2301.V01	Word Processing	Online	Online	Online
Courses begin on October 23, 2017 - December 15, 2017					
24370	POFT 1329.P04	Beginning Keyboarding	MW	6:00pm-10:20pm	TBA
24371	POFL 2301.P01	Legal Document Processing	TR	6:00pm-10:20pm	TBA
24369	POFI 2340.V01	Advance Word Processing	Online	Online	Online
Courses begin on January 16, 2018 - March 9, 2018					
24574	POFT 1319.P02	Records & Info. Mgmt.	MW	6:00pm-10:20pm	TBA
24575	POFT 1328.P03	Business Presentations	TR	6:00pm-10:20pm	TBA
24576	POFT 2312.V01	Business Correspondence	Online	Online	Online
Courses begin on March 19, 2018 - April 27, 2018					
24577	POFL 2264.P01	Capstone	M	6:00pm-6:50pm	TBA
24578	POFL 1340.V01	Legal Office Procedures II	Online	Online	Online