TECHNICAL CERTIFICATE
LEGAL OFFICE TECHNOLOGY
2011 - 2012

GENERAL EDUCATION CORE		REQ	COMP	NEED
COMM 101	Principles of Speech **OR**	3		
COMM 202	Interpersonal Communications			
HRPT 185	Human Relations in Organizations	3		
	TOTAL	6		

PROGRAM REQUIREMENTS		REQ	COMP	NEED
ACCPT 101	Basic Accounting I	3		
CITPT 110	Business Computer Skills	3		
GNBPT 122	Business English	3		
GNBPT 202	Prof Math Applications	3		
GNBPT 222	Proofreading	3		
LAWPT 219	Legal Terminology	3		
LAWPT 265	Business Law	3		
OFFPT 233	Office Produres	3		
WRPPT 200	Word Processing	3		
Completion of a Technical Skills Assessment is required				
	TOTAL	27		

SUMMARY			
GENERAL ECUCATION	6		
PROGRAM REQUIREMENTS	27		
TOTAL	33		

NOTES, SUBSTITUTIONS & WAIVERS