Student Name _____ ID Number _____

TECHNICAL CERTIFICATE
LEGAL OFFICE TECHNOLOGY

ADVANCED TECHNICAL CERTIFICATE
LEGAL ASSISTANT
2007 - 2009

CERT ☐
ATC ☐

Technical Certificate
Legal Office Technology

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 173	Legal Office Procedures I	3		
LAWPT 219	Legal Terminology	3		
LAWPT 265	Business Law	3		
WRPPT 200	Word Processing	3		
	TOTAL	27		

SUMMARY			
GENERAL ECUCATION	6		
PROGRAM REQUIREMENTS	27		
TOTAL	33		

Advanced Technical Certificate
Legal Assistant

GENERAL EDUCATION CORE		REQ	COMP	NEED
COMM 101	Principles of Speech **OR**	3		
COMM 202	Interpersonal Communications			
HRPT 185	Human Relations in Organizations	3		
PSYC 101	Intro to Psychology	3		
	TOTAL	9		

PROGRAM REQUIREMENTS		REQ	COMP	NEED
ACCPT 101	Basic Accounting I	3		
CITPT 110	Business Computer Skills	3		
CITPT 212	Spreadsheets and Databases	3		
GNBPT 122	Business English	3		
GNBPT 202	Prof Math Applications	3		
GNBPT 222	Proofreading	3		
GNBPT 245	Business Writing	3		
GNBPT 296	Work-based Learning (Co-op)	3		
LAWPT 173	Legal Office Procedures I	3		
LAWPT 219	Legal Terminology	3		
LAWPT 221	Legal Transcription	3		
LAWPT 223	Legal Support Fund & Ethics	3		
LAWPT 224	Intro to Law	3		
LAWPT 230	Legal Research & Writing I	3		
LAWPT 265	Business Law	3		
LAWPT 274	Legal Office Procedures II	3		
WRPPT 200	Word Processing	6		
	TOTAL	54		

SUMMARY			
GENERAL EDUCATION	9		
PROGRAM REQUIREMENTS	54		
TOTAL	63		

NOTES, SUBSTITUTIONS & WAIVERS

Division Chair _____ Date _____

Advisor _____ Date _____