

Technical Certificate in Legal Secretarial Catalog 2011-2012

Student Name: _____

Student ID: _____

				Taken at PTC	Complete	Incomplete
General Education - 6 Credit Hours						
	ENGL	1311	English Composition I			
	MATH	1301	College Business Mathematics			
Business and Related Courses - 20 Credit Hours						
	BUS	1123	Accounting Fundamentals (may substitute ACCT 2310)			
	BUS	1243	Business Communications			
	BUS	2643	Human Relations			
	LGS	1103	Legal Terminology			
	LGS	1203	Introduction to Law			
	PLG	2202	Legal Ethics			
	BUS	1513	Introduction to Word Processing/Microsoft® Word			
Legal Secretarial Elective – 3-4 Credit Hours (Choose one from the following classes)						
	PLG	1103	Legal Research and Writing I			
	BUS	2633	Legal Environment of Business			
	BUS	2414	Advanced Word Processing/Microsoft® Word			