

# 2009-10 Catalog

## Legal Secretarial Technical Certificate Degree Plan

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

*If transfer course, write in course title, dept. and number next to PTC course name.*

General Education (6 credit hours)			SEMESTER	CREDITS AT PTC	HOURS EARNED BY TRANSFER	TRANSFER COLLEGE	NEEDED FOR GRADUATION
<b>ENGLISH COMPOSITION – 3 credit hours</b>							
ENGL	1311	English Composition I					
<b>MATHEMATICS – 3 credit hours</b>							
MATH	1301	College Business Mathematics					
Business Core (23 credit hours)			SEMESTER	CREDITS AT PTC	HOURS EARNED BY TRANSFER	TRANSFER COLLEGE	NEEDED FOR GRADUATION
<b>RELATED BUSINESS CLASSES – 12 credit hours</b>							
BUS	1123	Accounting Fundamentals*					
BUS	1243	Business Communications					
BUS	1503	Introduction to Word Processing/WordPerfect					
BUS	1513	Introduction to Word Processing/MS Word		<input type="button" value="Choose One"/>			
BUS	2643	Human Relations					
<b>RELATED LEGAL SECRETARIAL CLASSES – 6 credit hours</b>							
LGS	1103	Legal Terminology					
LGS	1203	Introduction to Law					
<b>PARALEGAL TECHNOLOGY CLASSES – 5 credit hours</b>							
PLG	2202	Legal Ethics					
PLG	1103	Legal Research and Writing I					
BUS	2633	Legal Environment of Business		<input type="button" value="Choose One"/>			
BUS	2414	Advanced Word Processing/MS Word					
<b>Total Transfer Hours Awarded</b>							
<b>Total Hours Awarded</b>							
<b>Transfer Colleges:</b>							

\*May substitute ACCT 2310