

HCC COURSE SELECTION GUIDE

BUSINESS OFFICE TECHNOLOGY: Legal Assisting Certificate

Name _____

Banner ID No. _____

Address _____

Program Entry Date _____

Advisor _____

PLACEMENT ASSESSMENT

DS091 ☐ DS095 ☐ DS010 ☐ DS011 ☐ DS050 ☐ DS099 ☐ EN100R ☐

PROGRAM REQUIREMENTS

Semester Taken	Grade	Course Number	Course Title	Credits
		LAW101	Legal Research & Writing	3
		BOT103	Keyboarding II*	3
		LAW102	Contracts	3
		BOT218	Word Processing Software Package	3
		LAW103	Litigation	3
		LAW201	Torts	3
		BOT216	Machine Transcription (Legal)	3
		BU211	Business Communications	3
		LAW	Electives**	3
Total				27

*Student may be required to complete prerequisite before taking BOT103.

**Must be chosen in consort with the Academic Advisor - choices are Real Property, Probate Law, Business Organization, or Family Law. LAW211, LAW212, LAW213, LAW214

1997 - 5/17/99

FALL 2002