

# Business Office Technology - Legal

## CERTIFICATE OF ACHIEVEMENT

Term Effective: Fall 2006

### CORE REQUIREMENTS (for the General, Medical & Legal Certificates)

	Units	
		23
Bus. Off. Tech. 55	Machine Transcription	2
Bus. Off. Tech. 70	Business English	3
Bus. Off. Tech. 100 or 101 or 102	Beginning Typing/Keyboarding; Inter. Typing/Keyboarding; Advanced Typing/Keyboarding	3
Bus. Off. Tech. 110	Business Calculators	1
Bus. Off. Tech. 111	Business Calculator Simulations	1
Bus. Off. Tech. 120	Word Processing I on a Micro.	1.5
Bus. Off. Tech. 121	Word Processing II on a Micro.	1.5
Bus. Off. Tech. 140	Office Procedures	3
Bus. Off. Tech. 144	Records & Database Mgmt.	2
Bus. Off. Tech. 170	Written Communication for Business	3
Bus. Off. Tech. 196	Occupational Work Experience	2
Business 212	The Legal Environment of Business	3
Bus. Off. Tech. 90.1	Law Office Procedures	1
Bus. Off. Tech. 90.2	History of the Law	.5
Plus 4.5 additional units selected from the following:		
Bus. Off. Tech. 90.3	Landlord-Tenant Rights & Responsibilities	.5
Bus. Off. Tech. 90.4	Basic Wills	1
Bus. Off. Tech. 91.1	Constitutional Rights & Responsibilities	.5
Bus. Off. Tech. 91.2	Juvenile Rights & Responsibilities	1
Bus. Off. Tech. 91.3	California Civil Complaints	1
Bus. Off. Tech. 91.4	California Civil Discovery	1
Total units required for Certificate		32