

Elective Track : Legal Secretary

Summer 2020 Semester --Book List

CPF 100	Computer Fundamentals				\$ 179.99
ICA 110	Go Word 2013 Comprehensive				\$ 166.60
ACA 131	Skills for Success w/Microsoft PowerPoint'13				\$ 14.99
ACA 131	Learning Microsoft Publisher 2010				\$ 12.99
PBT 100	Payroll & Business Tax				\$ 232.00
AOP 210	Administrative Management /Office Procedures				\$ 78.53
LDA 216	Legal Drafting & Computerized Applications				\$ 108.00
CST 100	Customer Service Techniques				\$ 37.50
BLR 100	Basic Legal Research				\$ 190.03
INT 111	Paralegalsim & Ethics				\$ 184.24
CMP 223	Criminal Law and Procedures				\$ 310.43
DOM 222	Domestic Relations				\$ 181.64
ACT 120	Accounting 1				\$ 103.53
LIT 211	Litigation Management				\$ 199.95
TRT 224	Torts				\$ 200.42
EXT 240	Externship				
CDE 095	Career Development				
ICA - 110	Excel 2013 Intermediate Skills				\$25.00

GENERAL EDUCATION

AGP- 120	American Government: Institutions and Policies				\$103.48
COM- 110	Oral Communication Skills, Choices & Conseq.				\$32.47
CPF- 100	Cengage Unlimited - 1 year				\$179.99
CPF- 100	Cengage Unlimited - 4 months sub.				\$119.99
ERS- 110	The Sciencebook Everything you need to know about the world and how it works				\$175.00

MTH-095	Introductory Algebra				\$155.00
MTH-110	(only needed if didn't take MTH-095)				
WRC-095	Basic Written Review				\$102.01
WRC-110	A Pocket Style Manual, APA Version				\$40.00
WRC-110	The McGraw-Hill Guide: Writing for College				\$100.00
SOC-110	Sociology: The Core				\$97.50
AGP-120	The Federalist Papers				\$10.00