

Name: _____

ID: _____

Date: _____

Counselor Contact: _____

Major Requirements: 18 units

A grade of "C" or better is required in the following courses

| CERTIFICATE OF ACHIEVEMENT (F.2105.CA) | C-ID | Units | Completed | In Progress | Planned |
|--|------|-------|-----------|-------------|---------|
| BA 20, Law and the Legal System | | 3 | | | |
| BT 28, Microsoft Word I | | 1.5 | | | |
| BT 29, Microsoft Word II | | 1.5 | | | |
| PLEGAL 1, Introduction to Paralegalism | | 3 | | | |
| PLEGAL 7, Law Office Administration and Ethics | | 3 | | | |
| PLEGAL 14, Law Office Computing | | 3 | | | |
| BT 140/PLEGAL 156, Legal Document Processing | | 3 | | | |

NOTES:

1. This Certificate of Achievement is designed to prepare students for employment in a legal office environment.
2. Some of the above courses may have prerequisites. See the catalog or schedule of classes.
3. The *Certificate of Achievement* requires completion of the major (18 units) with a "C" or better grade in each course.