

Name: _____

ID: _____

Date: _____

Counselor Contact: _____

Major Requirements: 27 units

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

CERTIFICATE OF ACHIEVEMENT (F.2104.CA)	C-ID	Units	Completed	In Progress	Planned
Required Core courses					
BT 1, Computer Document Processing I		3			
BT 9, Computer Applications I		4			
BT 19, Work Experience (Cooperation), Occupational		2			
BT 23, Job Search and Workplace Skills		3			
BT 112, Business English		3			
BT 115, Refresher Math		3			
Legal Office ("C" grade or better required)					
BT 140/PLEGAL 156, Legal Document Processing		3			
PLEGAL 7, Law Offices Administration and Ethics		3			
PLEGAL 14, Law Office Computing		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 (27 units) with a "C" or better grade in each course.