

Name: _____

ID: _____

Date: _____

Advisor Contact: _____

Major Requirements: 42 units

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

ASSOCIATE IN SCIENCE (F.2103.AS)	C-ID	Units	Completed	In Progress	Planned
BT 1, Computer Document Processing 1		3			
BT 2, Computer Document Processing 2		3			
BT 6, Records Management		3			
BT 9, Computer Applications 1		4			
BT 11, Today's Office		3			
BT 23, Job Search and Workplace Skills		3			
BT 104, Ten-Key Calculations		2			
BT 112, Business English		3			
BT 115 Refresher Math		3			
BT 122, Typing Skillbuilding		0.5			
BT 123, Ten-Key Skillbuilding		0.5			
Legal Office Professional ("C" grade or better required)					
BT 19, Work Experience (Cooperative) Occupational		2			
BT 28, Microsoft Word 1		1.5			
BT 29, Microsoft Word 2		1.5			
BT 140/PLEGAL 156, Legal Document Processing		3			
PLEGAL 7, Law Offices Practices		3			
PLEGAL 14, Law Office Computing		3			

NOTES:

1. Training is designed to prepare students for employment in a legal office environment. Students may earn more than one certificate in addition to the Associate in Science degree and are required to earn grades of "C" or better in the Office Professional I and emphasis courses.
2. Some of the above courses may have prerequisites. See the catalog or schedule of classes.
3. The *Associate Degree* requires completion of the major (42 units) with a "C" or better grade in each course plus the completion of the General Associate Degree requirements –basic competencies, physical education/Dance, and lifetime physical and mental wellness –and General Education requirements for a total of 60 semester units minimum with a 2.0 or better GPA.