

Name: _____

ID: _____

Date: _____

Advisor Contact: _____

Major Requirements: 42 units

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

CERTIFICATE OF ACHIEVEMENT (F.2103.CA)	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. This Certificate of Achievement is designed to meet the training needs for qualified entry level employment.
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 (42 units) with a "C" or better grade in each course.