

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.