

Student Name:

FY:

Local Program Name: Legal Professional Assistant

Student Type:

Schedule Type:

Cohort/Block Number:

Campus PEO

		CTSO	Distance Education	HOURS: 8:00 AM-10:50 AM 12:00 PM-2:50 PM
Block/Instructor(PID):		BPA		ADDITIONAL BREAK/INTERSSION DATES:
Class Schedule:	Day: Monday Tuesday Wednesday Thursday Friday			Start Date: End Date:
Hours:				
Weeks of Instruction	40	OCAS Code: 9210	CIP Code: 22.0301	CM Code: BA0026002 SOC Code: 43-6012

COURSE #	OCAS	ACAD & OHLAP	COURSES	THEORY	LAB	TOTAL	START DATE	END DATE	#DAYS	Grade	Notes
			Legal Office Procedures II	30	60	90					
	8219	X	Advanced Computers Applications for the Law Office	47	133	180					
			Legal Specialities/Advanced Legal Communications I	200	60	260					
			Advanced Legal Communications II	40	60	100					
			Legal Office Practice	60	100	160					

TOTAL HOURS 507 543 1050

Comments:

Fundamentals of Technology is covered in Advanced Computer Applications. In order to complete all hours of the academic program, students must complete additional ___ hours outside of the scheduled class time. Students will receive a written plan for these hours.

B & I Certifications			
	Certification Name	Number	A-F?
Primary:	Accredited Legal Professional(ALP)	0160	N
Additional:	Legal Office Assistant	0101	N
	Business Communication	0172	N
	Listening Skills	0173	N
	MS Access	0174	N
	Editing and Proofing	0183	N
	Interpersonal Communications	0177	N
	Typing Speed and Accuracy	0186	N
	Legal Research	0182	N
	Legal Secretarial Skills	0179	N
	MOS Word Expert	0147	Y
	MOS Excel	0145	Y

SIGNATURES:

Student: _____

Instructor: _____

Coordinator: _____

Administrative: _____