

Student Name:

FY:

Local Program Name: Legal Professional Assistant

Student Type:

Schedule Type:

Cohort/Block Number:

Campus

Offsite Location:

Block/Instructor(PID):

CTSO	Distance Education	Break Schedule:
BPA	0%	ADDITIONAL INTERSESSION DATES:
Class Schedule:		Start Date:
Day:	Monday	Tuesday
Hours:	Wednesday	Thursday
	Friday	End Date:

OCAS Code: 9210		CIP Code: 22.0301		State Program Code: BA0026002		SOC Code: 43-6012.00						
COURSE #	OCAS	ACAD	OHLAP	COURSES	THEORY	LAB	TOTAL	START DATE	END DATE	#DAYS	Grade	Notes
				Foundations/Legal Office Procedures 1	130	130	260					
				Legal Office Procedures 2	30	60	90					
				Advanced Computers Applications for the Law Office	47	133	180					
				Legal Specialities/Advanced Legal Communications 1	200	60	260					
				Advanced Legal Communications 2	40	60	100					
				Legal Office Practice	60	100	160					
<b>TOTAL COMPLETED HOURS</b>					<b>507</b>	<b>543</b>	<b>1050</b>					

**Comments:**

In order to complete the academic program, students must complete all curriculum hours by the program end date. All hours must be face to face and may occur in the classroom, laboratory, or at other locations as assigned. Hours completed outside of the scheduled class time will be supervised, documented, and recorded within the district attendance system. A student may participate in Work Based Experiences upon meeting the stated requirements and business and industry availability.

B & I Certifications		
	Certification Name	Number
Primary:	Accredited Legal Professional(ALP)	0160
Additional:	Legal Office Assistant	0101
	Business Communication	0172
	Listening Skills	0173
	MS Access	0174
	Editing and Proofing	0183
	Interpersonal Communicatons	0177
	Typing	0186
	MOS Word Expert	0147
	MOS Excel	0145
	OSHA 10	*

**SIGNATURES:**

Student: \_\_\_\_\_

Instructor: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Administrative: \_\_\_\_\_