# PROGRAM PLAN OF STUDY

## TERM:
FY16/17

## EFFECTIVE DATE:
8/11/2016

## WEEKS OF INSTRUCTION:
40

## STATE PROGRAM NAME:
Administrative Support-Legal

## CIP CODE:
22.0301

## CLUSTER:
Business Management & Administration

## CM CODE:
BA0020071

## LOCAL PROGRAM NAME:
Legal Professional Assistant-LPA

## SOC CODE:
43-6012.00

## OCAS CODE:
9210

## STUDENT TYPE:
Adult

## INSTRUCTOR (S):
Charlette Young

## PID #:
29945

## CAMPUS:
Peoria

## ROOM #:

## DISTANCE EDUCATION PERCENTAGE:
10%

## REQUIRED GRADE:
"C" or better

## TUITION RATE:
HR/$4.00

## TIME:
8:00 AM-10:50 AM / 12:00 PM-2:50 PM

## BREAK/INTERSESSION:
1 hr

## COURSE SCHEDULE:

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<th>COURSE #</th>
<th>OCAS CODE</th>
<th>ACAD CRE</th>
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## TOTAL HOURS:
411 609 1020

## B & I CERTIFICATIONS:
National Association for Legal Secretaries (NALS)

## COMMENTS:
Fot is covered in Adv Comp App

## SIGNATURES:
Student:
Instructor:
Instructional Coordinator:
Administrative: