

**RECOMMENDED SCHEDULE FOR  
FULL-TIME STUDENTS  
IN THE LEGAL ASSISTANT PROGRAM**

**SEMESTER 1**  
(13 credits)

ENC 1101  
PLA 2003  
BUL 2241  
CGS 1060\*

**SEMESTER 2**  
(12 credits)

ENC 1102  
PLA 2104  
BUL 2242  
CLP 1006

**SEMESTER 3**  
(12 credits)

PHI 2604  
PLA 2114  
PSC 1515  
SPC 1026

**SEMESTER 4**  
(13 credits)

PLA 2203  
REE 2040  
ACG 2001  
ACG 2001L  
PLA 2931  
PLA 2932

**SEMESTER 5**  
(13 credits)

PLA 2223  
PLA 2273  
PLA 2303  
PLA 2600  
PLA 2933 or PLA 2934

**SEMESTER 6**  
(9 credits)

PLA 2763  
PLA 2800  
PLA 1949 or PLA 2998

Students who choose to enroll full-time should follow this schedule. It has been planned to introduce skills at one level which will be required for courses taken during the next term. Several PLA courses are mandatory as pre-requisites. They must be taken in the following sequence before others: PLA 2003; PLA 2104; PLA 2114; PLA 2203. The ENC 1101 course must be completed before PLA 2104.

\*All graduates must be proficient in Word Processing, Database Management, and Spreadsheet skills to be competitive in the job market. Therefore students are required to take CGS 1060 (Intro to Microcomputers). Students who have prior training/experience in computers may opt to take the CSP (Computer Skills Placement Test) in lieu of enrolling in CGS 1060. A passing score of at least 70 on the CSP shall fulfill the CGS 1060 requirement.

**Note:** Students must apply for graduation after registration during the last term by completing an exit interview with a Law Center advisor in Room 3506-22.

**RECOMMENDED SCHEDULE FOR  
PART-TIME STUDENTS  
IN THE LEGAL ASSISTANT PROGRAM**

**SEMESTER 1**  
(9 credits)

ENC 1101  
PLA 2003  
BUL 2241

**SEMESTER 2**  
(9 credits)

ENC 1102  
PLA 2104  
BUL 2242

**SEMESTER 3**  
(9 credits)

PHI 2604  
PLA 2114  
SPC 1026

**SEMESTER 4**  
(11 credits)

CLP 1006  
PLA 2203  
REE 2040  
PLA 2932

**SEMESTER 5**  
(10 credits)

PSC 1515  
PLA 2223  
PLA 2273  
PLA 2931

**SEMESTER 6**  
(10 credits)

PLA 2303  
PLA 2600  
PLA 2763  
PLA 2933 or PLA 2934

**SEMESTER 7**  
(7 credits)

PLA 2800  
ACG 2001  
ACG 2001L

**SEMESTER 8**  
(7 credits)

PLA 1949 or PLA 2998  
CGS 1060\*

Students who choose to enroll part-time should follow this schedule. It has been planned to introduce skills at one level which will be required for courses taken during the next term. Several PLA courses are mandatory as pre-requisites. They must be taken in the following sequence before others: PLA 2003; PLA 2104; PLA 2114; PLA 2203. The ENC 1101 course must be completed before PLA 2104.

Students who desire to take two courses each term may do so by selecting them in the same sequential order from the list. Obviously, it will take longer to complete the program. Therefore you are encouraged to speak to a Law Center advisor prior to registering for classes.

\*All graduates must be proficient in Word Processing, Database Management, and Spreadsheet skills to be competitive in the job market. Therefore students are required to take CGS 1060 (Intro to Microcomputers). Students who have prior training/experience in computers may opt to take the CSP (Computer Skills Placement Test) in lieu of enrolling in CGS 1060. A passing score of at least 70 on the CSP shall fulfill the CGS 1060 requirement.

Note: Students must apply for graduation after registration during the last term by completing an exit interview with a Law Center advisor in Room 3506-22.