

APPLICATION FOR CERTIFICATE IN
LEGAL OFFICE ASSISTANT
 CATALOG YEAR: **2006-2007**

STUDENT NAME AS IT SHOULD APPEAR ON CERTIFICATE (Please print):

STUDENT: _____

SEND CERTIFICATE TO:

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: () _____ STUDENT ID: _____

COURSE #	COURSE TITLE	UNITS	GRADE	SEM/YR	IP
BCIS 20	Beginning/Refresher Keyboarding	3	_____	_____	_____
or BCIS 24	Speed & Accuracy				
BCIS 12	Business Writing Skills	3	_____	_____	_____
BCIS 80	Introduction to Computer Applications	3	_____	_____	_____
BCIS 51	Records Management	3	_____	_____	_____
BCIS 84	Windows/Internet/PowerPoint	2	_____	_____	_____
BCIS 28	Microsoft Word	3	_____	_____	_____

Total Core Course Requirements: 17

Minimum keyboard proficiency for a Certificate is 40 wpm on a three-minute timing with 3 or fewer errors.

To obtain this certificate:

1. Complete all coursework with a grade of C or better.
2. Show your transcript to a BCIS advisor.
3. Have the advisor sign and then return this form to the Support Specialist, BE 128.
4. Your certificate will be mailed to you.

WAIVERS & SUBSTITUTIONS

COURSE	UNITS	SCHOOL	REASONS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FACULTY ADVISOR VERIFICATION

Please check off:

- Major GPA (2.00+)
 Cumulative GPA (2.00+)
 Keyboarding Proficiency

Faculty Advisor's Signature _____ Date _____

Department Chairperson's Signature _____ Date _____