

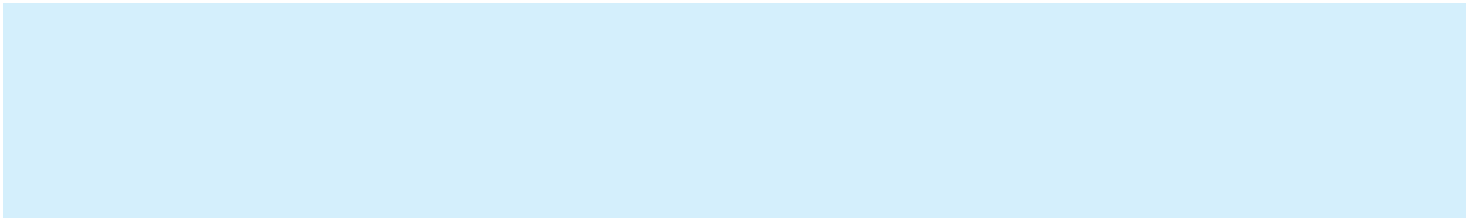


Program Map: Certificate of Achievement for Executive Legal Assistant

Semester 1	Course Code		Notes	Advising Notes
Program Course	LAW 001		<p>There are no pre-requisites to this course.</p> <p>requirements, for several degrees, including: Accounting AA Degree; Business Administration AS Degree for Transfer; Business Management AA Degree; and Law Public Policy and Society AA Degree for Transfer.</p> <p>of achievement, including: Accounting, Administration of Justice/Law, Enrolled Agent, Executive Legal Assistant, International Law and Public Policy, Legal Support Professional, and part of many other</p>	<p>This course is offered every semester, including Summer and Winter intersessions.</p> <p>The course is available face-to-face and online.</p>
Program Course	CIS 101		<p>There are no pre-requisites to this course.</p> <p>CIS 101 is a core course for degrees in Accounting; Business Administration for Transfer; Business Management; Computer Science Information Technology; and Marketing,</p>	<p>This course is offered every semester, including Summer and Winter intersessions.</p> <p>The course is available face-to-face and online.</p>

Semester 2	Course Code		Notes	Advising Notes
Program Course	LAW 002		<p>There are no pre-requisites to this course.</p> <p>Some 4-year universities require LAW 002 completion before transfer into their programs.</p> <p>LAW 002 is transferrable to UC and CSU, and many 4-year Business programs require completion of LAW 002 or comparable course, as part of a bachelor degree; therefore students should consider completing the course at ELAC. Check with a counselor for more information.</p>	<p>This course is offered every semester, including Summer and Winter intersessions.</p> <p>The course is available face-to-face and online.</p>
Program Course	BUS 001		<p>There are no pre-requisites to this course.</p> <p>BUS 001 is a core course for the Business Administration AS for Transfer degree, Accounting AA degree, Business Management AA degree, and Marketing AA degree.</p> <p>This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under "Class Search Type" as "Zero Textbook Cost" or "Low-Cost Textbook Classes."</p>	<p>This course is offered every semester, including Summer and Winter intersessions.</p> <p>The course is available face-to-face and online.</p>

Semester 3	Course Code				



Department Chair
aguirrfj@elac.edu