

# Student's Unofficial Checklist

## Certificate of Technical Studies: Legal Secretary

Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Developmental Course Work				
___ READ 099	OR	___ ACT>15	OR	___ Placed out of course
___ ENGL 098	OR	___ ACT>17	OR	___ Placed out of course
___ ENGL 099	OR	___ ACT>17	OR	___ Placed out of course
___ MATH 097	OR	___ ACT>19	OR	___ Placed out of course
___ MATH 098	OR	___ ACT>19	OR	___ Placed out of course
___ MATH 099	OR	___ ACT>19	OR	___ Placed out of course
Placement into two or more developmental courses requires successful completion of ___ EDUC 099				
___ CIS 105	OR	___ Computer Competency Exam		



Date: \_\_\_\_\_

Courses	Must be completed prior to graduation			
ENGL:	___ 101			
CIS:	___ 105	___ 115*		
LSEC:	___ 101	___ 150	___ 201**	___ 250***

\*Student must complete CIS 105 or the Computer Competency Exam with a C or better before enrolling in CIS 115.

\*\*Student must complete LSEC 101 with a C or better before enrolling in LSEC 201.

\*\*\*Student must complete LSEC 150 with a C or better before enrolling in LSEC 250.

**Certificate General Education Requirements:**

Reading: Minimum ACT score of 16 or Placement Test results showing READ 099 is not needed; or Completion of READ 099 with a "C" or higher.

Written Communication: Minimum ACT score of 18 in English or Placement Test results showing placement in ENGL 101; or Completion of ENGL 099 with a grade of "C" or higher.

Mathematical Computation: Minimum ACT score of 15 in mathematics or Placement Test results showing placement in MATH 099 or higher; or Completion of MATH 098 with a grade of "C" or higher.

All BPCCC students are expected to be familiar with College policies, requirements, procedures and regulations. Students must assume final responsibility for being acquainted with College policies. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of the regulation.

Students pursuing associate degrees, academic certificates, or technical competency areas at BPCCC must declare their intent to do so. Curricular requirements become effective at the date of the declaration of the academic major and do not date from the point of original enrollment in the College. If the student resigns or does not enroll for one semester, the student would have to meet the requirements of a new curriculum.

The student is responsible for all the requirements of the degree program and should consult with his/her academic advisor when necessary. Each student assumes the responsibility for scheduling courses which are applicable to degrees and for taking courses in proper sequence to ensure the orderly progression of work.