## Student Plan of Study – Legal Services/Legal Administrative Services

### Current Area of Interest: Law, Public Safety, Corrections & Security/Legal Services /Legal Administrative Services - This PLAN OF STUDY should serve as a guide for the next four years. Courses listed in this plan are only recommended coursework and should be individualized to meet each student’s educational and career goals. All plans will meet minimum high school graduation requirements. Applicants to the University System of Georgia and the Technical College System of Georgia institutions should be advised that meeting minimum requirements will not guarantee admission. Postsecondary institutions may set additional requirements.

### Grade Level

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>I. English/Language Arts</th>
<th>II. Math</th>
<th>III. Science</th>
<th>IV. Social Studies</th>
<th>V. Health/Personal Fitness</th>
<th>VII. Possible electives in additional pathways (students should check the local course description catalog for these and other electives)</th>
</tr>
</thead>
</table>
| 9th Grade   | 1 CCGPS Cord. Algebra    | 1 credit | 1 Credit Earned | 1 credit           | 1 Credit Earned | Advanced Academic Pathways
Or Approved Dual Enrollment Course | 1 CCGPS Analytic Geometry
2 CCGPS Accel. 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | English/Language Arts, Math, Science, Social Studies
| 10th Grade  | 1 CCGPS Analytic 1 Credit Earned | Physical Science or AP Physics or AP Physics or Approved Dual 
Or Approved Dual Enrollment Course | 1 CCGPS Accel. Geometry
2 CCGPS Adv. Algebra
3 CCGPS Accel Analytic Geometry/Ado. Algebra
4 CCGPS Pre-Calculus | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | Advanced Academic Pathways
Or Approved Dual 
Enrollment Course | 1 CCGPS Pre-Calculus | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | English/Language Arts, Math, Science, Social Studies
| 11th Grade  | 1 CCGPS Adv. Algebra 1 Credit Earned | Chemistry or Environmental Science or Earth Systems or AP/IB or Approved Dual 
Composition or Ack Cred. or AP Adv. Course | 1 CCGPS Pre-Calculus
2 CCGPS Adv Pre-Calculus
3 CCGPS Accel. Pre-Cal 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | Advanced Academic Pathways
Or Approved Dual 
Enrollment Course | 1 CCGPS Adv. Algebra 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | English/Language Arts, Math, Science, Social Studies
| 12th Grade  | 1 CCGPS Pre-Cal or AP Stat or IB Math or Approved Dual Enrollment Course 1 Credit Earned | Econ/Business/Free 
Enterprise or AP Macro 
Econ or AP Micro Econ or IB Econ or Approved Dual Enrollment Course | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | Advanced Academic Pathways
Or Approved Dual 
Enrollment Course | 1 CCGPS Pre-Cal or AP Stat or IB Math or Approved Dual Enrollment Course 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | 1 Credit Earned | English/Language Arts, Math, Science, Social Studies

### At the end of the 11th grade, students planning to enter a University System of Georgia Institution or Technical College System of Georgia Institution should take the appropriate admissions test (SAT, ACT, Compass).

**Legend:**
- *Science: Appropriate 4th Science may be used to meet both the required science and required elective in a Career, Technical and Agricultural Education (CTAE) sequence of courses; see Fourth Science Requirements for more information. Student may take science courses in any sequence.*
- *Math: Select Math sequence 1, 2, 3, 4, based on 9th grade entry course.*
- **Students must complete two credits of the same world language for admission to University System of Georgia institutions.**
- ***Students should complete a CTAE pathway and take the related end of pathway assessment.**

**NOTE:** Local systems may offer courses in a different sequence; not all local systems offer every pathway. Students should explore all credit possibilities including Georgia Virtual School Program, Dual Enrollment, Advanced Placement (AP), International Baccalaureate (IB) and Work-Based Learning (WBL) to reach their educational and career goals.
SAMPLE Pathway OCCUPATIONS

See *Georgia's HOT Careers to 2020* for more information on high-skilled, high-wage and high-demand occupations.

<table>
<thead>
<tr>
<th>Occupation Specialties</th>
<th>Entry Level of Education Needed</th>
<th>2012 Annual Wage</th>
<th>Annual Openings 2012-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detectives &amp; Criminal Investigators</td>
<td>Bachelor’s Degree</td>
<td>$45,600</td>
<td>180</td>
</tr>
<tr>
<td>Legal Secretaries</td>
<td>High School</td>
<td>$40,900</td>
<td>300</td>
</tr>
<tr>
<td>Legal Support Workers</td>
<td>Some College, No Degree Required</td>
<td>$39,600</td>
<td>40</td>
</tr>
</tbody>
</table>

Source: Georgia Department of Labor/ONET

For more information about your education and career planning, including valuable financial aid information that includes grants and scholarships, see your school counselor.

***Current Georgia Graduation Rule***

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Credits</th>
<th>Coursework</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. English/Language Arts</td>
<td>4</td>
<td>V. Health &amp; Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>II. Math</td>
<td>4</td>
<td>VI. **Career, Technical &amp; Agricultural Education</td>
<td>3</td>
</tr>
<tr>
<td>III. <em>Science</em></td>
<td>4</td>
<td>and/or ***World Languages, and/or Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>IV. Social Studies</td>
<td>3</td>
<td>VII. Electives</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>23</td>
<td>TOTAL</td>
<td>23</td>
</tr>
</tbody>
</table>

*Selected 4th Science courses may be used to meet both the required science and required elective in a CTAE sequence of courses.

**Students must complete three credits to complete a CTAE pathway and take the end of pathway assessment.

***Students must complete two credits of the same world languages for admission to Georgia Board of Regents colleges/universities.

**** Current graduation requirements should be met in all content areas.

NOTE: This plan represents minimum graduation requirements. Local systems may require additional coursework.

Postsecondary Transition:

- Students who will continue their education in a Program of Study at one of the University System of Georgia institutions should prepare to take the ACT or SAT for admissions. Tests for admissions may vary from institution to institution. Contact the selected institution for specific testing information. Additional admissions information can be found at Staying On Course. ([www.usg.edu/student_affairs/documents/Staying_on_Course.pdf](http://www.usg.edu/student_affairs/documents/Staying_on_Course.pdf))

- Students who will continue their education in a Program of Study at one of Georgia’s Technical Colleges should prepare to take the COMPASS test for admissions.

- Students who will continue their education and training in the US Military should take the ASVAB assessment.

- Students should utilize an electronic college and career database to select the most appropriate postsecondary opportunities including registered apprenticeships to match their selected career field.

- Georgia’s dual-credit programs have been combined into one program entitled Move on When Ready, in which high school students may earn their high school course credits while taking college courses.

Possible Student Pathway Credentialing Opportunities:

Students completing a pathway are eligible to take a Credentialing/End of Pathway Assessment (EOPA) upon successful completion of the three required courses in the pathway. For specific assessment information, refer to [http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx)

*Related Pathway Occupations:*

- Legal Secretaries
- Legal Support Workers
- Investigators & Criminal Investigators
- File and Document Managers
- Case Management Specialists
- Court, Municipal, and License Clerks
- Court Reporters

**Other Related Law Enforcement/Legal Administrative Occupations:**

- Arbitrators, Mediators, and Conciliators
- Lawyers
- Judges
- Judicial Law Clerks
- Negotiators
- Investigators

*ONET Online

Legal Services (Legal Administrative Services)

Law, Public Safety, Corrections and Security workers plan, manage and provide legal, public safety, security and protective services. Occupations are numerous and represent multiple levels of education and skills. Occupations fall into major categories based on common knowledge and skills: correction services such as correctional officers and jailers; emergency and fire management services such as firefighters, EMTs, paramedics, and public safety communications; security and protective services such as information security IT specialists; law enforcement such as criminal investigators, police officers, special agents; and legal services such as a court reporters or lawyers.

Workers in the Legal Services area ensure the proper function of our nation’s legal system. Additional job duties may be related to working in a legal office or transcribing pre-trial and trial proceedings or other information.

Employment of court reporters is expected to grow by 30 percent from 2010 to 2020. Court reporters with experience and training in techniques for helping deaf and hard-of-hearing people, such as Real-Time Captioning and Communication Access Real-Time Translation (CART), will have the best job prospects.