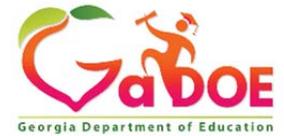


# Student Plan of Study – Legal Services/Legal Administrative Services



Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"

Name \_\_\_\_\_ Date \_\_\_\_\_ School \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Advisor/Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.**

**Law, Public Safety, Corrections & Security**

Grade Level	I. English/Language Arts Total 4 credits	II. Math Total 4 credits	III. Science Total 4 credits	IV. Social Studies Total 3 credits	V. Health/Personal Fitness Total 1 credit	VII. Possible electives in additional pathways (students should check the local course description catalog for these and other electives) Total 4 credits
9	9 <sup>th</sup> Literature & Composition Or Approved Dual Enrollment Course  1 credit Credit Earned <input type="checkbox"/>	1 CCGPS Cord. Algebra 2 CCGPS Analytic Geometry 3 CCGPS Accel Cord. Algebra/Analytic Geometry 4 CCGPS Accel Analytic Geometry B/Adv. Algebra 1 credit * Credit Earned <input type="checkbox"/>	Biology or Approved Dual Enrollment course  1 credit * Credit Earned <input type="checkbox"/>	American Government/Civics or AP Government/Politics US or Approved Dual Enrollment Course  ½ credit Credit Earned <input type="checkbox"/>	Health ½ credit  Credit Earned <input type="checkbox"/>  Personal Fitness  ½ credit Credit Earned <input type="checkbox"/>	<b>Advanced Academic Pathways</b> English/Language Arts, Math, Science, Social Studies  An advanced academic pathway may be followed in any one of the content subjects listed above. Upon graduation, students earn an advanced academic pathway when they complete the required coursework to include at least one AP or one IB or one <a href="#">Dual Enrollment</a> course. An advanced academic pathway should also include at least two credits in one world language. AP, Dual Enrollment and <a href="#">Georgia Virtual School</a> courses may be available.
10	10 <sup>th</sup> Literature & Composition or World Literature & Composition or Approved Dual Enrollment Course  1 credit Credit Earned <input type="checkbox"/>	1 CCGPS Analytic Geometry 2 CCGPS Adv. Algebra 3 CCGPS Accel Analytic Geometry/Adv. Algebra 4 CCGPS Pre-Calculus  1 credit * Credit Earned <input type="checkbox"/>	Physical Science or Physics or AP Physics or Approved Dual Enrollment Course  1 credit * Credit Earned <input type="checkbox"/>	World History or AP World History or Approved Dual Enrollment course  1 credit Credit Earned <input type="checkbox"/>	<b>***VI. CTAE Pathway</b> <b>Total 3 credits</b> 43.45000 Intro to Law, Public Safety, Corrections, & Security or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	<b>World Language Pathways</b>  **Two credits are required for admissions to University System Institutions. For a listing of world language courses offered at your high school, please check with your advisor, counselor, or local course description catalog. A world language pathway may be followed in any of the world language areas included in the state list of approved courses. Upon graduation, students earn a world language pathway when they complete three credits in one language. The third course may reflect an AP, IB or <a href="#">Dual Enrollment</a> designation. <a href="#">Georgia Virtual School</a> and ACCEL courses may be available.
11	American Literature/ Composition or AP English Language & Composition/American Lit or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	1 CCGPS Adv. Algebra 2 CCGPS Pre-Calculus 3 CCGPS Accel Pre-Cal 4 CCGPS Cal or AP Cal  1 credit * Credit Earned <input type="checkbox"/>	Chemistry or Environmental Science or Earth Systems or AP/IB or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	United States History or AP US History or IB History of the Americas or Approved Dual Enrollment Course  1 credit Credit Earned <input type="checkbox"/>	43.45400 Essentials of Legal Services or Approved Dual Enrollment Course  1 credit Credit Earned <input type="checkbox"/>	<b>Fine Arts/Performing Arts Pathways</b> Visual Arts, Dance, Music, Journalism, Theatre  A fine arts pathway may be followed in any one of the five areas listed above. Upon graduation, students complete a fine arts/performing arts pathway when three courses have been successfully completed in any one of the five areas. A student should consult a counselor or advisor for related coursework. AP, <a href="#">Dual Enrollment</a> and <a href="#">Georgia Virtual School</a> courses may be available.
At the end of the 11 <sup>th</sup> 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).						<b>Legend:</b> *Science: Approved <a href="#">4th Sciences</a> 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 9 <sup>th</sup> 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.
12	Advanced Composition or British Literature or AP/IB English Literature & Composition or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	CCGPS Pre-Cal or Calculus or AP Cal or AP Stats or IB Math or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	Any of the previous courses or Ecology or Forensic Science or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	Econ/Business/Free Enterprise or AP Macro Econ or AP Micro Econ or IB Econ or Approved Dual Enrollment Course ½ credit Credit Earned <input type="checkbox"/>	43.45600 legal Administrative Services or Approved Dual Enrollment Course  1 credit Credit Earned <input type="checkbox"/>	
Sample Elective Courses	<b>Other English Elective Courses:</b> Literary Types/Composition Journalism Oral/Written Communications Speech	<b>Other Math Elective Courses:</b> Adv Math Decision Making Math of Ind & Govern Math of Finance	<b>Other Science Elective Courses:</b> Forensic Science or AP/IB Science	<b>Other Social Studies Elective Courses:</b> Humanities or Current Issues or Psychology or Sociology or AP/IB Soc Studies	<b>Other CTAE Elective Courses:</b> Other CTAE courses are available to complete a related pathway	NOTE: Local systems may offer courses in a different sequence; not all local systems offer every pathway. Students should explore all credit possibilities including <a href="#">Georgia's Virtual School Program</a> , <a href="#">Dual Enrollment</a> , Advanced Placement (AP), International Baccalaureate (IB) and Work-Based Learning (WBL) to reach their educational and career goals.

SAMPLE Pathway OCCUPATIONS			
See * <a href="#">Georgia's HOT Careers to 2020</a> for more information on high-skilled, high-wage and high-demand occupations.			
Occupation Specialties	Entry Level of Education Needed	2012 Annual Wage	Annual Openings 2012-2020
Detectives & Criminal Investigators	Bachelor's Degree	\$45,600	180
Legal Secretaries	High School	\$40,900	300
Legal Support Workers	Some College No Degree Required	\$39,600	40

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.			
*** <a href="#">Current Georgia Graduation Rule</a>			
Coursework	Credits	Coursework	Credits
I. English/Language Arts	4	V. Health & Physical Education	1
II. Math	4	VI. **Career, Technical & Agricultural Education and/or ***World Languages, and/or Fine Arts	3
III. *Science	4	VII. Electives	4
IV. Social Studies	3	<b>TOTAL</b>	<b>23</b>

\*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:
<ul style="list-style-type: none"> <li>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 <a href="#">Staying On Course</a>. (<a href="http://www.usg.edu/student_affairs/documents/Staying_on_Course.pdf">www.usg.edu/student_affairs/documents/Staying_on_Course.pdf</a>)</li> <li>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.</li> <li>Students who will continue their education and training in the US Military should take the ASVAB assessment.</li> <li>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.</li> <li>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.</li> </ul>

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 <a href="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</a>

*Related Pathway Occupations:	Other Related Law Enforcement/Legal Administrative Occupations:
Legal Secretaries Legal Support Workers Investigators & Criminal Investigators File and Document Managers Case Management Specialists Court, Municipal, and License Clerks Court Reporters	Arbitrators, Mediators, and Conciliators Lawyers Judges Judicial Law Clerks Negotiators Investigators

\*ONET Online

Legal Services (Legal Administrative Services)
<p>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 fire fighters, 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.</p> <p>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.</p> <p>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.</p>