

LEGAL SECRETARY -CERTIFICATE OF ACHIEVEMENT MAJOR CODE: 0514.10

This program prepares individuals with the knowledge and skills to perform secretarial duties and assume specific responsibilities in a legal office. Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Use current and emerging computing technology to enhance business and individual productivities.
- Be proficient in the use of general and specialized computer software and used in law offices and the courts.
- Attend to details accurately in the preparation, perfection and assembly of appropriate forms, document, exhibits, and records.
- Be knowledgeable of legal terms and definitions, and applicable federal and state laws, as they may pertain to the specialty practiced.

REQUIRED COURSES17 UNITS

CAOT 023ABC Legal Secretarial Procedures	3
CAOT 039 Word Processing: Keyboarding and Operations or CS 101.....	3
(OR CIS 101 Introduction to Computers and Their Uses)	
CAOT 084 Microcomputer Office Applications: Word Processing or CAOT 85.....	3
(OR CAOT 085 Microcomputer Office Applications: Spreadsheet)	
CAOT 079 Word Processing Applications	3
CAOT 93 Legal Document Production	2
PARALEGAL 010 Intro to Law and Legal Profession	3