

Program Requirements Computer Application Office Technology-Legal Secretary

The certificate of achievement in Computer Application Office Technology-Legal Secretary is planned in sequence. Satisfactory completion of all courses with a grade of “C” or better in a given semester is required before the student may continue to the second semester.

Course Number	Core or Elective	Course Title	Units	Year Semester Sequence
CIS 101	Core	Intro to Computers and Their Uses	3	Y 1 S 1
Paralegal 046 or CAOT023ABC	Core	Technology Use for Paralegals Legal Secretarial Procedures	3	Y 1 S 2
CAOT 85 or CIS 104	Core	Microcomputer Office Applications - Spreadsheet Microcomputer Application Software	3	Y 1 S 2
CAOT 48 or CAOT 79	Core	Customer Service Word Processing Applications	3	Y 1 S 2
Paralegal 10	Core	Intro to Law and Legal Profession	3	Y 1 S 1
CAOT 114 or CAOT 93	Core	Adobe Acrobat for the Office and Web Legal Document Production	2	Y 1 S 1
		Total Major Units for Certificate of Achievement	17	

Proposed Sequences with Requirements:

Year 1, Semester 1 = 8 units

- CIS 101 3 units
- CAOT 114 (or CAOT 93) 2 units
- Paralegal 10 3 units

Year 1, Semester 2 = 9 units

- CAOT 85 (or CIS 104) 3 units
- CAOT 48 (or CAOT 79) 3 units
- Paralegal 046 (or
CAOT23ABC) 3 units