

Program Requirements

The certificate of achievement in 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	Core	Technology Use for Paralegals	3	Y 1 S 1
CIS 104	Core	Microcomputer Application Software	3	Y 1 S 2
CAOT 79	Core	Word Processing Applications	3	Y 1 S 2
Paralegal 10	Core	Intro to Law and Legal Profession	3	Y 1 S 1
CAOT 114	Core	Adobe Acrobat for the Office and Web	2	Y 1 S 1
		Total Major Units for Certificate of Achievement	17	