



# Legal Secretary

## CERTIFICATE

This program prepares the student for a secretarial position in the offices of attorneys, the legal department of private industries, federal, state, county, or city government, and the courts.

**42 units**

### UNITS

Computer Keyboarding II .....	3
CAOT 3** Computer Keyboarding III .....	3
CAOT 23** Legal Secretarial Procedures I .....	5
CAOT 24* Legal Secretarial Procedures II .....	5
CAOT 31 Business English .....	3
CAOT 32* Business Communications .....	3
CAOT 33 Records Management .....	2
CAOT 34 Business Terminology .....	2
CAOT 35 Concepts in Information Systems .....	3
CAOT 39** Word Processing: Keyboarding & .....	
Operations (Microsoft Word) .....	3
CAOT 82** Microcomputer Software Survey in .....	
the Office .....	3
LAW 1 Business Law I .....	3
CAOT 91** Microcomputer Office Applications:	
Advanced Word Processing .....	2
CAOT 92** Computer Windows Applications .....	2

\*This course has a prerequisite.

\*\*This course has an advisory.



**Computer Applications and Office Technologies**  
Technology Building E7 - Fourth Floor  
For more information, call 323-265-8954