



East Los Angeles College 1301 Avenida Cesar Chavez Monterey Park CA

# Legal Secretary Associate in Arts Degree

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

## 60 units

First Semester	Units
CAOT 2** Computer Keyboarding II .....	3
CAOT 31 Business English .....	3
CAOT 34 Business Terminology.....	2
<b>General Education Grad. Requirements .....</b>	<b>6</b>
<i>(See Graduation Requirements)</i>	

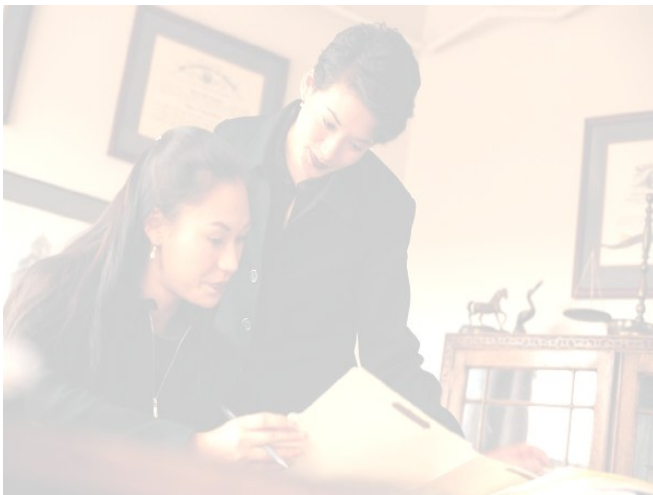
Second Semester	Units
CAOT 3** Computer Keyboarding III .....	3
CAOT 35 Concepts in Information Systems.....	3
CAOT 82** Microcomputer Software	
Survey in the Office .....	3
LAW 1 Business Law 1 .....	3
<b>General Education Grad. Requirements.....</b>	<b>4</b>

Third Semester	Units
CAOT 23** Legal Secretarial Procedures I .....	5
CAOT 33 Records Management .....	2
CAOT 39** Word Processing: Keyboarding & Operations (Microsoft Word).....	3
<b>General Education Grad. Requirements... </b>	<b>4</b>

Fourth Semester	Units
CAOT 24* Legal Secretarial Procedures II .....	5
CAOT 32* Business Communications .....	3
CAOT 91** Microcomputer Office Applications: Advanced Word Processing.....	2
CAOT 92** Computer Windows Applications: ...	2
<b>General Education Grad. Requirements... </b>	<b>4</b>

\*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