

# LEGAL SECRETARY, CERTIFICATE OF ACHIEVEMENT

The Legal Secretary Certificate of Achievement will prepare students to work as a legal secretary, supporting the lawyers and paralegals in a law office, corporate legal department, government agency, or other organization.

Course ID	Title	Units/ Hours
<b>Required Core Courses</b>		
LAW R101	Paralegal Fundamentals	3
LAW R102	Introduction to Legal Technology	3
LAW R103	Communications and Case Management	3
LAW R104	Legal Research and Writing I <sup>1</sup>	3
BUS R111	Business Law	3
<b>Total Required Units for Certificate</b>		<b>15</b>

Note: ENGL R101 is the prerequisite for LAW R104 Legal Research and Writing I. All other courses required have no prerequisite and may be completed in any order (subject to the availability of courses).

Students with an Associates or Bachelor's degree that included completion of ENGL R101 or an equivalent may complete all course requirements in any order (subject to the availability of courses).

<b>Year 1</b>		
<b>Fall Semester</b>		<b>Units/Hours</b>
BUS R111	Business Law	3
LAW R101	Paralegal Fundamentals	3
LAW R103	Communications and Case Management	3
<b>Units/Hours</b>		<b>9</b>
<b>Spring Semester</b>		
LAW R104	Legal Research and Writing I	3
LAW R102	Introduction to Legal Technology	3
<b>Units/Hours</b>		<b>6</b>
<b>Total Units/Hours</b>		<b>15</b>

Upon successful completion of this program, students will be able to:

- Use current and emerging computing technology to enhance business and individual productivities.
- Demonstrate proficiency using of general and specialized computer software used in law offices and the courts.
- Prepare, complete, and assemble appropriate forms, document, exhibits, and records with accuracy and attention to detail.
- Identify and explain the roles of a lawyer, law office personnel, and other parties involved in a law practice.
- Define basic legal terms.