

CAT-36A — LEGAL OFFICE PROCEDURES I

About This Course

Transfer: CSU

3.00 units

Prerequisite: None., **Advisory:** CAT-53 The ability to type using a computer keyboard by touch is strongly recommended and CAT-80 The ability to open, save, and format using Microsoft Word is strongly recommended or CIS-80 The ability to open, save, and format using Microsoft Word is strongly recommended.

Description: Designed to train students for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)