

CAT-38 — LEGAL WORD PROCESSING AND FORMS

About This Course

Transfer: CSU

3.00 units

Prerequisite: None., Advisory: CAT-80 or CIS-80.

Description: Preparing legal documents and electronic forms utilized in a law office. Emphasis will be placed on the standards used in legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)