

## LEGAL SECRETARY – Certificate of Proficiency

Effective Catalog Year 2018 - 2019

The Legal Secretary Certificate of Proficiency will prepare students to work in law offices and other related business settings. Legal secretaries prepare legal correspondence and documents to assist lawyers in handling all administrative duties within law offices. Courses in this program will provide a background for these responsibilities.

___ENGL151	English I	3 cr
___ACCT 121	Fundamentals of Accounting	3 cr
___BUSN 151	Human Resource Management	3 cr
___BUSN 170	Small Business Management	3 cr
___BUSN 210	Business Communications	3 cr
___BUSN 251	Business Law I	3 cr
___BUSN 252	Business Law II	3 cr
___BUSN 267	Real Estate Law	3 cr
___LAAW 203	Law Office Management	3 cr
___CSIT 123	Integrated Office Software	3 cr
___INFO 110	Library Research Skills	<u>3 cr</u>
	<b>Total Credits</b>	<b>33 cr</b>

Board of Trustees Approval Date: August 27, 2012  
Board of Trustees Approval Date: December 08, 2016