LEGAL SECRETARY

LONG BEACH CITY COLLEGE
Curriculum Guide for Academic Year 2009-2010
Certificate of Achievement and/or Associate in Arts Degree or Certificate of Accomplishment

ALL INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE

For possible updates to this guide please refer to the following website: http://osca.lbcc.edu

CAREER OPPORTUNITIES

Students prepare for an entry-level legal secretary position by learning to format legal documents, maintain accurate legal files, calendar court dates, and operate computer programs commonly used in law offices.

This Certificate of Achievement prepares students for an entry-level position in a variety of law office settings and serves as a foundation for specialization.

This Associate degree prepares students for career advancement once a certificate has been earned.

DEPARTMENT ADMISSION REQUIREMENTS

None. For more information regarding courses, call (562) 938-3033.

REQUIRED COURSES

Course	Title	UNITS	In Progress	Completed Grade
CAOTC 31A	Microsoft Windows Operating System, Beginning (F, SP, S)	1		
CAOTC 39A, B, C, D	Word for Windows, Levels 1, 2, 3, 4 (F, SP, S)	1:1:1:1		
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2		
CAOTC 265	Computer Transcription (F, SP, S)	2		
CAOTO 214A, B	Filing, Levels 1, 2 (F, SP, S)	1:1		
CAOTO 216	Proofreading Skills (F, SP, S)	1		
CAOTO 223	Legal Procedures - Litigation (F)	3		
CAOTO 224	Legal Procedures (SP)	3		
CAOTO 260	Business Telephone Procedures (F, SP, S)	1		
CAOTO 261	Business English (F, SP, S)	3		
CAOTT 201	Intermediate Typing/Keyboarding (F, SP)	2		
Subtotal Units		**24**		

Select *ONE* from the following:

Course	Title	UNITS	In Progress	Completed Grade
CAOTC 34	Introduction to Computers & Applications (F, SP, S)	3		
CAOTC 35	Microsoft Office (F, SP)	3		
Subtotal Units		**3**		

REQUIRED COMPETENCY:	Typing certificate of at least 50 words per minute for 5 minutes with 5 or fewer errors by the end of the program.

ELECTIVES
Select *ONE* from the following:

Course	Title	UNITS	In Progress	Completed Grade
CAOTC 31B	Microsoft Windows Operating System, Advanced (F, SP, S)	1		
CAOTC 41E, F, J	Excel for Windows, Levels 1, 2, 3 (F, SP, S)	1		
CAOTC 42A, B	Publisher for Windows, Levels 1, 2 (F, SP, S)	1		
CAOTC 47A	Access for Windows, Beginning (F, SP, S)	3		
CAOTC 47B	Access for Windows, Advanced (F, SP)	3		
CAOTC 215A	Microsoft Outlook (F, SP)	2		
CAOTC 230	Adobe Acrobat for the Office (F, SP, S)	3		
CAOTO 15	Business Communications (F, SP, S)	3		
CAOTO 222	Job Search Skills (F, SP)	3		
CAOTO 262	Soft Skills for the Workplace (F, SP, S)	1		
CAOTO 272AD	Work Experience - Computer App & Office Tech (F, SP)	3		
CAOTT 209AB	Speed/Accuracy Bldg for Typists (F, SP)	1		
Subtotal Units		**1-3**		
TOTAL UNITS		**28-30**		

GRADUATION REQUIREMENTS

For **CERTIFICATE OF ACHIEVEMENT:**

This certificate is a one- to two-year program to develop skills for employment. Complete the required units with a minimum grade of "C" in each course. At least 50 percent of the unit requirements for this career certificate must be completed at Long Beach City College (credit earned by exam, where applicable, may be included).

For **ASSOCIATE DEGREE:**

The Associate degree is a two-year college degree awarded by Long Beach City College that includes general education courses and a field of concentration (major). In addition to the Certificate of Achievement requirements, complete the Associate degree requirements specified in the catalog. You must use the requirements for general education/proficiency and the certificate of achievement from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout (see the catalog for definition of "continuous enrollment"). At least 50 percent of the unit requirements for this field of concentration must be completed at Long Beach City College (credit earned by exam, where applicable, may be included).

In general, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and a general education requirement.

NOTE: To receive a certificate or degree, you must submit completed application forms in the Admissions and Records Office during your final semester of course work.

SUGGESTED SEQUENCE OF COURSES

This is not an educational plan, as course offerings, student schedules, and circumstances vary.
Students must meet all the prerequisites in order to be eligible for the sequence of courses.

A suggested full-time sample sequence of courses for the required 60 units to complete an Associate degree includes:

First Semester		Second Semester	
CAOTC 31A	1 Unit	CAOTC 34 or 35	3 Units
CAOTO 214A, B	2	CAOTC 39A, B	2
CAOTO 260	1	CAOTT 201	2
CAOTO 261	3	General Education Course	3-4
▲ CAOTT 200 or 200A, B, C	3	General Education Course	3
General Education Course	3-5	General Education Course	3
General Education Course	1-2		
Semester Total	**14-17 Units**	**Semester Total**	**16-17 Units**

Third Semester		Fourth Semester	
CAOTC 39C, D	2 Units	CAOTC 45	2 Units
CAOTC 265	2	CAOTO 224	3
CAOTO 216	1	CAOT Elective	1-3
CAOTO 223	3	General Education Course	3-4
General Education Course	3-4	General Education Course	1-4
General Education or Elective	3	General Education or Elective	0-3
		Elective Course	2
Semester Total	**14-15 Units**	**Semester Total**	**12-16 Units**

LEGEND	
▲	Course is not required for the certificate of achievement but is recommended as preparation for the next-level course.

CERTIFICATES OF ACCOMPLISHMENT

Name of Certificate: Basic Legal Office Procedures

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 39A	Word for Windows, Beginning (F, SP, S)	1		
CAOTC 39B	Word for Windows, Intermediate (F, SP, S)	1		
CAOTC 265	Computer Transcription (F, SP, S)	2		
CAOTO 223	Legal Procedures – Litigation (F)	3		
CAOTO 224	Legal Procedures (SP)	3		
TOTAL UNITS		**10**		

REQUIRED COMPETENCY:	Typing certificate of at least 50 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Name of Certificate: Basic Office Skills

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 39A	Word for Windows, Beginning (F, SP, S)	1		
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2		
CAOTO 214A	Filing 1 (F, SP, S)	1		
CAOTO 260	Business Telephone Procedures (F, SP, S)	1		
AND BOTH OF THESE COURSES				
CAOTT 200A	Beginning Typing/Keyboarding 1 (F, SP, S)	1		
CAOTT 200B	Beginning Typing/Keyboarding 2 (F, SP, S)	1		
OR THIS COURSE				
CAOTT 200	Beginning Typing/Keyboarding (F, SP, S)	3		
TOTAL UNITS		**7-8**		

REQUIRED COMPETENCY:	Typing certificate of at least 25 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Name of Certificate: Microsoft Word

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 39A	Word for Windows, Beginning (F, SP, S)	1		
CAOTC 39B	Word for Windows, Intermediate (F, SP, S)	1		
CAOTC 39C	Word for Windows, Advanced (F, SP, S)	1		
CAOTC 39D	Word for Windows, Expert (F, SP, S)	1		
TOTAL UNITS		**4**		

REQUIRED COMPETENCY:	Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

LEGEND
(F = Fall) (SP = Spring) (S = Summer) (INF = Infrequently) = Represents general frequency of course offering

For **CERTIFICATE OF ACCOMPLISHMENT:**

The certificate of accomplishment builds competency in a specific area and requires less than 18 units. Complete the required units with a minimum grade of "C" in each course. At least 50 percent of the unit requirements for a certificate of completion must be completed at Long Beach City College (credit earned by exam, where applicable, may be included). Please submit completed certificate applications to the Admissions and Records office during the final semester of course work

Students interested in transferring to a university to continue their study in this field of concentration or other majors are strongly advised to consult an LBCC academic counselor and refer to the ASSIST website (www.assist.org) for major preparation information. Counselors can clarify the different major and admissions requirements at a university. Students may visit the Student Success/Transfer Services Center to access further educational resources. To set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562)938-4561 or PCC (562) 938-3920.