

Business Communications Office Technology Department
Legal Secretary

Program Requirements

<u>Department Requirements:</u>			<u>Units</u>
BCOT	60	Customer Service	1.0
BCOT	96	Microsoft PowerPoint	1.5
BCOT	97	Microsoft Outlook	1.5
BCOT	112	Microsoft Word	3.5
BCOT	113	Microsoft Excel	3.5
BCOT	118	Microsoft Access	1.5
BCOT	131	College Keyboarding & Document Processing	3.5
BCOT	146	Business English for the Digital Workplace	3.0
BCOT	152	Employment Search in the Job Market	1.5
or BCOT	247	Managerial Business Communications	(3.0)
BCOT	155	Administrative Secretarial Procedures	3.5
BCOT	161	Filing/Records Management	1.0
BCOT	162	Business Document Proofreading and Editing Skills	3.0
BCOT	248	Professional Soft Skills for Workplace Success	3.0
LAW	56	Introduction to Computerized Legal Software	3.0
LAW	101	Introduction to Law	3.0

Total Certificate Requirements	37 / (38.5)
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First Semester (Fall)

BCOT	60	Customer Service	1.0
BCOT	96	Microsoft PowerPoint	1.5
BCOT	97	Microsoft Outlook	1.5
BCOT	112	Microsoft Word	3.5
BCOT	118	Microsoft Access	1.5
BCOT	161	Filing/Records Management	1.0
BCOT	162	Business Document Proofreading and Editing Skills	3.0
LAW	56	Introduction to Computerized Legal Software	3.0

Total Fall 16.0

Second Semester (Spring)

BCOT	146	Business English for the Digital Workplace	3.0
BCOT	152	Employment Search in the Job Market	1.5
or BCOT	247	Managerial Business Communications	(3.0)
BCOT	155	Administrative Secretarial Procedures	3.5
BCOT	248	Professional Soft Skills for Workplace Success	3.0
LAW	101	Introduction to Law	3.0

Total Spring 14.0 / (15.5)

Third Semester (Summer)

BCOT	113	Microsoft Excel	3.5
BCOT	131	College Keyboarding & Document Processing	3.5
Total Summer			7.0

Legal Secretary AA Degree prepares students for employment as a:

- Legal Secretary
- Legal Office Manager
- Legal Filing Clerk
- Legal Secretary Paralegal
- Legal Assistant
- Or specialize as a Legal Secretary In litigation, transactional, Workers Compensation, real estate, etc.