

# BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY: LEGAL SECRETARY (A.A.)

BCOT 118 Microsoft Access for Office Technology will prepare students for the Microsoft Office Specialist (MOS) Certification test.

**Notes:** Although many of these courses are transferable, this Certificate/ A.A. degree is non-transferrable.

*Please see a business counselor or the respective department chairperson for additional alternatives.*

## ASSOCIATE OF ART

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.

## Program Student Learning Outcomes

- Students apply correct customer service/telephone techniques in a legal office environment.
- Students apply correct filing principles, spelling/proofreading skills, and office procedures for the legal office.
- Students apply standard English grammar and writing skills to write effective legal documents.
- Students apply the steps for effective job search in the business field.
- Students employ the correct application of Microsoft Office software for editing and formatting office documents in a legal office.
- Students recognize the basic principle of business law as to how they relate in the legal office environment.

## Program Requirements

Code Number	Course Title	Units
<b>Division/Department Requirements</b>		
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 for Office Technology	1.5
BCOT 131	College Keyboarding & Document Processing	3.5
BCOT 146	Business English for the Digital Workplace	3.0
BCOT 152 or BCOT 247	Employment Search in the Job Market Managerial Business Communications	1.5-3.0
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 the Workplace	3.0
LAW 56	Introduction to Computerized Legal Software	3.0
LAW 101	Introduction To Law	3.0
<b>Total Units</b>		<b>36-37.5</b>

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Legal Secretary and complete the general education requirements and electives to achieve a minimum of 60-degree applicable units.

**Notes:** Completion of BCOT 96 Microsoft PowerPoint, BCOT 97 Microsoft Outlook, BCOT 112 Microsoft Word, BCOT 113 Microsoft Excel, and