



Cerritos College

BUSINESS - LEGAL SECRETARIAL PROGRAM
LEGAL SECRETARY
CERTIFICATE OF ACHIEVEMENT

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BCOM 147	Business Communications	3
BCOM 152	Job Search in the Business Field	1.5
BCOT 63	Keyboarding Speed/Control Building	1
BCOT 80	Processing Law Office Documents	2
or LAW 57	Legal Document Production	3
BCOT 81	Legal Office Procedures	4
BCOT 83	Legal Office Terminology/Machine Transcription	4.5
BCOT 112	Microsoft Word	3.5
BCOT 133	Advanced College Keyboarding & Document Processing	3.5
or BCOT 120	Integrated Business Office Projects	(3.5)
BCOT 162	Business Spelling and Proofreading Skills	3
LAW 101	Introduction to Law	3
TOTAL CERTIFICATE REQUIREMENTS:		—
		30/31

ASSOCIATE IN ARTS REQUIREMENT:

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

NOTE: Although many of these courses are transferable, this Certificate/AA Degree is nontransferable. Please see a Business counselor or the respective department chairperson for additional alternatives.