



1. Title: **Legal Secretary/Assistant**

2. Summary of Goals—Learning Outcomes:

At the completion of courses for a Legal Secretary/Assistant major at Golden West College, the student should be able to:

- Effectively use a computer to process data, manage folders and files, customize the windows environment, and work with hardware, printers, and various software applications.
- Analyze and record business transactions in ledger account form and post to a general ledger; and/or prepare accounting forms and statements, such as income statements and balance sheets.
- Analyze spreadsheet data and create charts and graphs.
- Outline the philosophical foundations, sources, and trends of American law; demonstrate a general understanding of the basic legal rights and duties involved in the areas of substantive law.
- Understand the importance of good communication in today’s changing workplace and improve individual listening, nonverbal, verbal, and written communications skills.
- Compose various business documents, such as letters, reports, manuscripts, and memorandums.
- Recognize various types of errors in business documents; use appropriate proofreading symbols and recognize characteristics of effective communication.
- Create and manage a database.
- Focus and prepare for the National Association of Legal Secretaries’ Professional Legal Secretary Exam.

3. Course Listing:

ACCT G100	Accounting for Small Business	3 units
OR		
ACCT G101	Financial Accounting	4 units
BUS G108	Legal Environment of Business	
OR		
BUS G110	Business Law	3 units
CBA G115	Filing & Records Mgmt	3 units
CBA G117	Proofreading Skills	3 units
CBA G150	Windows, Introduction	1.5 units
CBA G181	OFFICE	4.0 units
LAW C127	Legal Procedures 1	3 units
LAW C128	Legal Procedures 2	3 units
Required Subtotal		23-24 units
Completion of GE Requirements		21-41 units
Additional Electives (as needed to reach 60)		
Degree Total		<u>60 units</u>