



Legal Secretary Program

The Legal Secretary Program trains individuals to have the knowledge, terminology, skills and understanding of the Illinois court system process which are essential for successful entry in the legal market.

Legal Secretary training allows students to:

- > Prepare correspondence and legal papers
- > Transcribe legal documents using the Dictaphone
- > Maintain calendars and files; and,
- > Manage workflow to meet critical deadlines

REQUIREMENTS FOR COMPLETION

- > Complete all courses
- > Achieve 55 wpm typing speed with less than 3 errors.
- > Demonstrate 80% accuracy using and defining legal terminology and procedures
- > Complete program **within one year** of start date

PREREQUISITES:

Keyboard skills of 30 wpm and demonstrated ability to use the Internet.

Legal Secretary Program Recommended Track

Required Courses

(all courses have a technology component):

(First three classes sequence is required)

Legal Terminology
Introduction to Microcomputers
Windows XP
Legal Office Procedures

MOS Word Part 1
MOS Word Part 2
Legal Documentation Production
Grammar Refresher

LEGAL TERMINOLOGY

(Prerequisite: demonstrated 30 wpm typing speed) The student will learn the pronunciation, spelling and definition of legal terms, phrases and reference sources used by attorneys that are used in correspondence and court documents. **Students should read Chapters 38-39 and complete the activities in the back of the book. Homework required.**

Required text ISBN:0-13-015598-5.

16 hrs.

\$199

Catalog ID# 2048	Class # 22744	K. Johnson
Wed . Sept. 2 - Oct. 21		
6:00 PM - 8:00 PM		Room A334

Catalog ID# 2048	Class # 27727	K. Johnson
Register Anytime	\$129	6-wk - Online

Introduction to Microcomputers
Wed. Sept. 16, 23, 30, Oct. 7 & 14
6:00 PM - 9:30 PM

Catalog ID#0101
Class # 27733 (\$165)
Room A333

Schedule your free keyboarding assessment by calling 773/481-8899. If you have prior knowledge of any of the classes, you can test out of each class for a fee of

Windows XP
Sat. Oct. 10, 17, 24, 31 & Nov. 7
9:00 AM - 12:00 PM

Catalog ID#1756
Class # 27832 (\$175)
Room A333

LEGAL OFFICE PROCEDURES

(Prerequisite: Legal Terminology) This course is designed to introduce the student to the structure and operation of the legal office.

Time management, organizational skills, critical thinking skills are among topics to be discussed in this course.

Required text 0-13-220956-X

16 hrs.

\$199

Catalog ID# 2049	Class # 22745	K. Johnson
Wed. Oct. 28 - Dec. 16		
6:00 PM - 8:00 PM		Room A334

Catalog ID# 2049	Class # 27728	K. Johnson
Register Anytime	\$119	6-wk-Online

Word, Part One
Sat. Aug. 1, 8, 15, 22, 29 & Sept. 5
9:00 AM - 12:00 PM

Catalog ID#1941
Class # 22762 (\$270)
Room A333

Word, Part Two
Tues. Aug. 11, 18, 25 & Sept. 1
6:00 PM - 9:00 PM

Catalog ID#1943
Class # 22747 (\$225)
Room A333

LEGAL DOCUMENT PRODUCTION

(Prerequisite: Legal Terminology; demonstrated 30 wpm typing speed; demonstrated Word competency). The student will learn to process and format a variety of law office documents.. Proofreading and editing will be emphasized along with a review of terminology. Students will develop a working knowledge of a variety of documents and legal forms including letter, pleadings, reports, briefs and correspondence.

Required text ISBN:1-5611-8671. Homework and lab time are required 28 hrs. \$775

Catalog ID# 2050	Class # 22746	K. Johnson
Mon. Sept. 14 - Dec. 14		
6:00 PM - 8:00 PM		Room A334

Catalog ID# 2050	Class # 27729	K. Johnson
Register Anytime	\$575	6-wk-Online

GRAMMAR REFRESHER

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you're a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules.

14 hours

Catalog ID# 0866	Class #	J. Lurcotte
Mon & Wed Sept. 14 - Oct. 5		
6:00 PM - 8:00 PM		Room S306

Catalog ID# 0866	Class # 27730	K. Johnson
Register Anytime	\$119	6-wk-Online