

LEGAL SECRETARY

Total Hours 890

<i>Name of Course</i>	<i>Clock Hours</i>
Typing I-III	90
Computer Keyboarding Skills I-II	50
Word Processing I-III	60
Spreadsheet I-III	60
dBASE I-III	60
DOS I-II	40
Windows I-II	40
Letter Composition	30
Medical Terminology I	40
Legal Terminology & Transcription	80
Shorthand I-III	140
Legal Office Procedures	60
Personal Interviewing Skills	20
Internet I-II	50
Web Page Design I-III	70