

# SECRETARIAL (SEC)

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## SEC 140 - LEGAL APPS 1

This course is designed to familiarize students with legal formats and legal terminology used in preparing a variety of legal correspondence, non-court documents, and court documents in specialty areas of law. Emphasis is placed on developing employable levels of knowledge of legal procedures that are needed to work in a law office. Document creation from recorded material is included.

Credits: 3