

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
Presents
CALIFORNIA CERTIFIED LEGAL SECRETARY
STUDY GROUP ADVANCED COURSE

A 13-week (one hour per week) study course designed for the intermediate to advanced legal secretary. This class is fast paced, intense, and requires a personal commitment to individual reading and preparation for the CCLS exam. Beginning legal secretary knowledge is required. Minimum of 2 years' full-time legal secretary experience prior to 2010 is required to take the CCLS exam. This course will assist an individual studying for the October 2010 CCLS exam. This course will be instructed with the use of the *Law Office Procedures Manual, Legal Professionals Handbook, and Gregg Reference Manual*. NOTE: You must have a Law Office Procedures Manual and a California Style Manual *prior* to commencement of the class. Classes will be taught by Astrid Watterson, CCLS. This course will cover:

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|--|-----------------------------|
| California Legal Procedures | Real Estate Law |
| Reasoning and Ethics | Probate and Estate Planning |
| Basic Accounting/Principles/Account Management | Corporate Law |
| Law Office Administration | Civil Litigation |
| Office Etiquette/Personnel Management | Family Law |
| Skills/Legal Practice and Procedure | Legal Terminology |

****SPACE IS LIMITED TO 10****

The one-hour lunch classes will be held on Wednesday afternoons from 11:45 a.m. to 1:00 p.m. at:
SOMACH SIMMONS & DUNN
500 Capitol Mall - 10th Floor

JULY 14 through OCTOBER 6, 2010

** Classes are usually held on Wednesdays, but are subject to change**

Cost: SLSA Members - \$65 (13-week course)

Non-SLSA Members - \$85 (13-week course)

Deadline to Register: July 7, 2010. No refunds after July 9.

For more information call Astrid Watterson, CCLS, at 446-7979

or e-mail at: awatterson@somachlaw.com.

Visit our website at www.SLSA.org

Name: _____ Telephone: _____

Firm: _____ E-mail: _____

Address: _____

___ I am currently a ___ SLSA member ___ non-member

Please mail your check made payable to SLSA for \$ _____, along with your completed registration form to:

ASTRID B. WATTERSON, CCLS
Sacramento Legal Secretaries Association
% SOMACH SIMMONS & DUNN
500 Capitol Mall, 10th Floor
Sacramento, CA 95814

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
a member of Legal Secretaries, Incorporated presents
CALIFORNIA CERTIFIED LEGAL SECRETARY STUDY COURSE

A 13-week study program held on Wednesdays from 11:45 a.m. to 1:00 p.m. is designed for the intermediate to advanced legal secretary. This class is fast-paced and requires dedication and a commitment to studying independently as well as arriving to class prepared to review all material. Required course material: Law Office Procedures Manual and the California Style Manual.

*****SPACE IS LIMITED TO THE FIRST 10 REGISTRANTS*****

*THE LOCATION OF THE CLASSES IS SOMACH SIMMONS & DUNN
500 CAPITOL MALL, 10TH FLOOR, DOWNTOWN SACRAMENTO*

CLASS SCHEDULE

<u>July 14 & 21, 2010:</u>	CALIFORNIA LEGAL PROCEDURES: Civil Litigation.
<u>July 28, 2010:</u>	LEGAL TERMINOLOGY: Understanding of legal terminology for civil litigation, corporations, real estate, family, probate, and Latin terminology.
<u>August 4, 2010:</u>	LEGAL COMPUTATIONS: Basic accounting terminology and principles, records, and accounts management used in the law office.
<u>August 11, 2010:</u>	LAW OFFICE ADMINISTRATION: Learn about records management, legal citation using the California Style Manual, computer technology, office etiquette, personnel management, office equipment, and supplies management.
<u>August 18, 2010:</u>	CALIFORNIA LEGAL PROCEDURES: Corporations.
<u>August 25, 2010:</u>	CALIFORNIA LEGAL PROCEDURES: Family Law.
<u>September 1, 2010:</u>	REASONING AND ETHICS: Ethics in the law office, problem solving, and understanding the accepted professional standards of conduct. Review of the Rules of Professional Conduct and California Notary Rules.
<u>September 8, 2010:</u>	CALIFORNIA LEGAL PROCEDURES: Probate and Estate Planning.
<u>September 15, 2010:</u>	CALIFORNIA LEGAL PROCEDURES: Real Estate Law.
<u>September 22, 2010:</u>	SKILLS: Instructions and uses of civil litigation, family, probate and estate planning, and corporation legal practices and procedures using practice memos/assignments and proper forms.
<u>September 29, 2010:</u>	REVIEW: Overview of entire course-to-date and miscellaneous items.
<u>October 6, 2010:</u>	CCLS MOCK EXAM

Classes subject to change due to speaker's schedule.

These classes are offered during the lunch hour. Class will begin promptly at 12 p.m. and end at 1 p.m. Lunch is not included. You must bring your own lunch.

Knowledge of proper grammar and spelling using *The Gregg Reference Manual* is required to pass the California Certified Legal Secretary exam. However, the Sacramento Legal Secretaries Association offers separate grammar classes to assist the individual in passing the CCLS exam.