

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
Presents
**CALIFORNIA CERTIFIED LEGAL SECRETARY
STUDY COURSE**

A 23-week (two hours per week) study course designed for the intermediate to advanced legal secretary. Beginning legal secretary knowledge is required. Minimum of 2 years' full-time legal secretary experience prior to 2009 is required to take the CCLS exam. This course will help you study for the March 2009 CCLS exam. This course will be instructed with the use of the *Law Office Procedures Manual, Legal Professionals Handbook, and Gregg Reference Manual*. The costs of the Law Office Procedures Manual, Gregg Reference Manual, and Worksheets, as well as other course materials, are included in the registration fee. Classes will be taught by Elizabeth Bomke, CCLS, and Astrid Watterson, CCLS. This course will cover:

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|--|-----------------------------|
| Ability to Communicate Effectively | California Legal Procedures |
| Grammar/Punctuation/Spelling | 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 12****

The two-hour classes will be held on Thursday evenings from 5:45 p.m. to 8 p.m. at:
DOWNEY BRAND LLP
555 Capitol Mall - 12th Floor

September 25, 2008 through March 19, 2009

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

Cost: SLSA Members - \$215 (23-week course)
Non-SLSA Members - \$275 (23-week course)

Deadline to Register: September 4, 2008. No refunds after September 12.

For more information call Elizabeth Bomke, CCLS, at 486-0961 or Astrid Watterson, CCLS, at 446-7979 or e-mail at: elizccls@gmail.com and 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:

ELIZABETH BOMKE, CCLS
Sacramento Legal Secretaries Association
% Whittall-Scherfee Law Office
3301 Watt Avenue, Suite 600
Sacramento, CA 95821

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

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*****SPACE IS LIMITED TO THE FIRST 12 REGISTRANTS*****

*THE LOCATION OF THE CLASSES IS DOWNEY BRAND LLP
555 CAPITOL MALL, 12TH FLOOR, DOWNTOWN SACRAMENTO*

CLASS SCHEDULE

<u>Sept. 25, 2008:</u>	ABILITY TO COMMUNICATE EFFECTIVELY: Grammar and Spelling.
<u>Oct. 2, 2008:</u>	LEGAL TERMINOLOGY: Understanding of legal terminology for civil litigation, corporations, real estate, family, probate, and Latin terminology.
<u>Oct. 9 & 16, 2008:</u>	CALIFORNIA LEGAL PROCEDURES: Civil Litigation.
<u>Oct. 23, 2008:</u>	ABILITY TO COMMUNICATE EFFECTIVELY: Written communications, capitalization, word usage, and sentence structure.
<u>Oct. 30 & Nov 6, 2008:</u>	LEGAL COMPUTATIONS: Basic accounting terminology and principles, records, and accounts management used in the law office.
<u>Nov. 13 & 20, 2008:</u>	CALIFORNIA LEGAL PROCEDURES: Corporations.
<u>Dec. 4, 2008:</u>	SKILLS: Instructions and uses of civil litigation and corporation legal practices and procedures using practice memos/assignments and proper forms.
<u>Dec. 11 & 18, 2008:</u>	CALIFORNIA LEGAL PROCEDURES: Family Law.
<u>Jan. 8 & 15, 2009:</u>	REASONING AND ETHICS: Ethics in the law office, problem solving, and understanding the accepted professional standards of conduct.
<u>Jan. 22, 2009:</u>	ABILITY TO COMMUNICATE EFFECTIVELY: Vocabulary, number usage, and punctuation.
<u>Jan. 29 & Feb, 5, 2009:</u>	CALIFORNIA LEGAL PROCEDURES: Probate and Estate Planning.
<u>Feb. 12, 2009:</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>Feb. 19, 2009:</u>	SKILLS: Instructions and uses of family, probate and estate planning legal practices and procedures using practice memos/assignments and proper forms.
<u>Feb. 26 & March 5, 2009:</u>	CALIFORNIA LEGAL PROCEDURES/SKILLS: Real Estate Law.
<u>March 12, 2009:</u>	CCLS MOCK EXAM
<u>March 19, 2009:</u>	REVIEW: Overview of entire course-to-date and miscellaneous items.

Classes subject to change due to speakers' schedules.

Classes are usually held on Thursdays. No Class Thanksgiving, Christmas, and New Years Week.