

SAN FRANCISCO LEGAL PROFESSIONALS ASSOCIATION
Presents
CALIFORNIA CERTIFIED LEGAL SECRETARY STUDY COURSE

A 23-week (two hours per week) simultaneous study group for LSI associations, 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 2010 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 Astrid Watterson, CCLS, and Dawn Forgeur, CCLS. This course will cover:

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

The two-hour classes will be held on Monday evenings from 5:45 p.m. to 8 p.m. at:

Altshuler Berzon LLP
177 Post Street, Suite 300
San Francisco, CA 94108

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

September 14, 2009 through March 8, 2010

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

Cost: SFLPA Members - \$250 (23-week course)

Non-SFLPA Members - \$300 (23-week course)

Deadline to Register: August 31, 2009. No refunds after September 7.

For more information call Sally Mendez Arevalo, at 415-421-7151 or e-mail at: smendez@altber.com
Visit our website at www.SFLPA.org

Name: _____ Telephone: _____

Firm: _____ E-mail: _____

Address: _____

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

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

Sally Mendez
San Francisco Legal Professionals Association
% Altshuler Berzon LLP
177 Post Street, Suite 300
San Francisco, CA 94108

WE WILL PARTICIPATE ALONG WITH SACRAMENTO LEGAL SECRETARIES ASSOCIATION VIA WEBCAST

SAN FRANCISCO LEGAL PROFESSIONALS ASSOCIATION
a member of Legal Secretaries, Incorporated presents
CALIFORNIA CERTIFIED LEGAL SECRETARY STUDY COURSE

A 23-week study program through LSI will be held on Mondays from 5:45 to 8:00 p.m. is designed for the intermediate to advanced legal secretary. Beginning legal secretary knowledge is required.

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

*THE LOCATION OF THE CLASSES IS ALTSHULER BERZON LLP, 177 Post Street, Suite 300,
San Francisco, CA 94108*

CLASS SCHEDULE

<u>Sept. 14, 2009:</u>	ABILITY TO COMMUNICATE EFFECTIVELY: Word usage & spelling, general overview of class course and hand out student materials.
<u>Sept. 21 & 28, 2009:</u>	CALIFORNIA LEGAL PROCEDURES: Civil Litigation.
<u>Oct. 5, 2009:</u>	LEGAL TERMINOLOGY: Understanding of legal terminology for civil litigation, corporations, real estate, family, probate, Latin terminology, and citations.
<u>Oct. 13, 2009:</u>	ABILITY TO COMMUNICATE EFFECTIVELY: Written communication, capitalization, grammar, etc.
<u>Oct. 19, 2009:</u>	LEGAL COMPUTATIONS 1: Basic accounting terminology and principles, records, and accounts management used in the law office.
<u>Oct. 26, 2009:</u>	LEGAL COMPUTATIONS 2: Docketing/Calendaring.
<u>Nov. 2, 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>Nov. 9 & 16, 2009:</u>	CALIFORNIA LEGAL PROCEDURES: Corporations.
<u>Nov. 30 & Dec. 7, 2009:</u>	CALIFORNIA LEGAL PROCEDURES: Family law.
<u>Dec. 14, 2009:</u>	LEGAL COMPUTATIONS 3: Civil/Family/Probate accounting and docketing.
<u>Jan. 4, 2010:</u>	SKILLS: Instructions and uses of civil litigation and corporation legal practices and procedures using practice memos/assignments and proper forms.
<u>Jan. 11 & 18, 2010:</u>	REASONING & ETHICS: NALS, ABA, & LSI cannons, Review State Bar Rules of Professional Conduct.
<u>Jan. 25 & Feb. 1, 2010:</u>	LEGAL PROCEDURES: Estate planning/Probate.
<u>Feb. 8, 2010:</u>	ABILITY TO COMMUNICATE EFFECTIVELY: Vocabulary, number usage & Punctuation.
<u>Feb. 16, 2010:</u>	CALIFORNIA LEGAL PROCEDURES/SKILLS: Real Estate Law.
<u>Feb. 23, 2010:</u>	REVIEW: Review all homework and sample timed tests.
<u>March 2, 2010:</u>	FINAL CLASS EXAM
<u>March 8, 2010:</u>	REVIEW: Overview of entire course-to-date and miscellaneous items. ***Classes subject to change due to speakers' schedules***

**Classes are usually held on Mondays. No Class Thanksgiving, Christmas, and New Years' Week.
WE WILL PARTICIPATE ALONG WITH SACRAMENTO LEGAL SECRETARIES ASSOCIATION VIA WEBCAST**