

**NALS...the association for legal professionals**  
**BASIC LEGAL TRAINING COURSE**  
**SPRING 2010**

Tuesdays—  
 February 9—May 18, 2010  
 6:00—9:00 p.m.  
 1301 Oak Street  
 Kansas City, Missouri  
 Offices of **Midwest Litigation**

**SPONSORED BY:**  
**KANSAS CITY LEGAL SECRETARIES ASSOCIATION**  
**KANSAS CITY METROPOLITAN BAR ASSOCIATION**  
**MIDWEST LITIGATION SERVICES**

Kansas City Legal Secretaries Association (KCLSA) is offering a study course using *The Basic Manual for Lawyer's Assistants* textbook and *The Gregg Reference Manual*. The course is designed for individuals who have three years or less experience in the legal field or those whose experience has been limited to a specialized area of the law. Classes will be taught by local attorneys, Certified Professional Paralegals, and Certified Professional Legal Secretaries. A NALS Certificate of Completion will be awarded to all who attend at least 80 percent of the scheduled classes and achieve a passing grade of 70 percent or better on the final examination.

The Accredited Legal Secretary (ALS) exam will be administered on Saturday, June 5, 2010. The exam takes a half day and consists of three parts: written communications; office procedures and legal knowledge; and ethics, human relations, and judgment.



February 9	Chapter 1—The Lawyer's Assistant Chapter 2—Ethics and Personal Judgment	April 6	Chapter 5— Accounting (Review material covered to date)
February 16	Chapter 3—The Law Office (office procedures)	April 13	Chapter 11—Litigation Chapter 13— Torts
February 23	Chapter 6—Oral/Written Communications	April 20	Chapter 14—Criminal Law
March 2	Chapter 6—Oral/Written Communications	April 27	Chapter 4—Computers Chapter 12—Contracts
March 9	Chapter 7—Preparation of Legal Documents Chapter 8—The Law Library	May 4	Chapter 20—Bankruptcy Chapter 16—Business Organizations
March 16	Chapter 9—The Courts Chapter 10—Administrative Agencies	May 11	Oral/Written Communications Review
March 23	Chapter 15—Family Law Chapter 17—Real Estate	May 18	Class review and mock exam
March 30	Chapter 18 —Estate Planning Chapter 19—Estates and Guardianships	May 22	LTC Final Exam (Sat)
		June 5	ALS Exam (Sat)

For more information, please contact:  
 Peggy Sullivan, PP, PLS  
 psullivan@shb.com  
 Visit KCLSA's Website at [www.kclsa.net](http://www.kclsa.net)

Fees include textbooks and ALS Exam  
 NALS members: \$275  
 Non-NALS members: \$325



**Over 50 years of  
 Professionalism**