



Legal Secretary Certificate - 18 credits
Program Area: Administrative Support Careers (Fall 2021)

*****REMEMBER TO REGISTER EARLY*****

Program Description

This program is designed to prepare the student for employment as a Legal Secretary. The Legal Secretary's primary function is to assist in preparation of legal correspondence and documents and meeting deadlines. Other duties may include public/client relations, timekeeping, gathering information from the clients, filing, and general office duties. Legal Secretaries transcribe from dictation and draft copy using computers.

This is an advanced certificate; in addition to possessing college-level reading and writing skills, students should have recent office experience or have taken courses in office procedures, keyboarding/word processing, and business communications.

Program Outcomes

- Demonstrate keyboarding production proficiency
- Perform general office tasks in the legal environment
- Demonstrate proficiency in using a variety of computer software programs
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Required Courses

Number	Name	Credits	Term
LGST 1400	Legal Studies I: Terminology and Procedures	3	
ADSC 1515	Law Office Applications	3	
ADSC 1525	Legal Transcription/Word Processing Applications	3	
ADSC 1517	Computers in the Law Office	3	
LGST 1410	Legal Studies II: Introduction to Research	3	
ADSC 2520	Legal Document Processing	3	

Total Credits 18

***Requires a prerequisite or a concurrent course**



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For more information about the Legal Secretary Certificate including course descriptions, course prerequisites, the program report, and potential career opportunities, see [program website](https://degrees.lsc.edu/legal-secretary/) (https://degrees.lsc.edu/legal-secretary/)