



Legal Secretary Certificate - 18 credits

Program Area: Administrative Support Careers (Fall 2023)

*****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
- Transcribe material containing legal terminology into mailable documents using correct English skills
- Produce professional written business correspondence using correct English and proofreading skills
- Exhibit ethical behavior, positive self-image, and professional conduct
- Develop a job search plan, appropriate documents, and exhibit appropriate interview skills
- Assist in legal research tasks

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

Pre-program Requirements

Successful entry into this program requires a specific level of skill in the areas of English and reading.

English/Reading:

- Eligible for ENGL 1106 - College Composition I, or
- Completion of ENGL/READ 0950/0955 (or equivalent or higher). ENGL/READ 0950/0955 may be taken concurrently with Semester I coursework.

There are other ways to qualify. Visit [Course Placement](http://lsc.edu/course-placement) (lsc.edu/course-placement) to find out more.

For interpretation of test results and selection of appropriate coursework; or general information about the program, admissions, financial aid, and getting started at LSC, contact the [professional advising team](mailto:advising@lsc.edu) (advising@lsc.edu) or 218-733-7601



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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/>)



MINNESOTA STATE

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