Legal Secretary Certificate - 18 credits
Program Area: Administrative Support Careers (Fall 2024)

***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.

Required Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGST 1400*</td>
<td>Legal Studies I: Terminology and Procedures</td>
<td>3</td>
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<tr>
<td>ADSC 1515</td>
<td>Law Office Applications</td>
<td>3</td>
<td></td>
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<tr>
<td>ADSC 1525</td>
<td>Legal Transcription/Word Processing Applications</td>
<td>3</td>
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<tr>
<td>ADSC 1517*</td>
<td>Computers in the Law Office</td>
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<tr>
<td>LGST 1410*</td>
<td>Legal Studies II: Introduction to Research</td>
<td>3</td>
<td></td>
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<tr>
<td>ADSC 2520*</td>
<td>Legal Document Processing</td>
<td>3</td>
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</tbody>
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Total Credits 18
*Requires a prerequisite or a concurrent course

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

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 (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 (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/)