



## Legal Secretary Diploma - 36 credits

Program Area: Administrative Support Careers (Fall 2016)

**\*\*\*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.

### Program Outcomes

- Demonstrate keyboarding production proficiency
- Perform general office tasks in the legal environment
- Apply ARMA indexing and filing procedures and rules
- 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
- Plan and deliver verbal business presentations using correct English skills
- Exhibit ethical behavior, positive self-image, and professional conduct
- Develop a job search plan, appropriate documents and exhibit appropriate interview skills

REQUIRED COURSES			
Number	Name	Credits	Term
ADSC 1415	Keyboarding I	3	
ADSC 1419	Business English	3	
ADSC 1440*	General Office Procedures	3	
ADSC 1515	Law Office Applications	3	
ADSC 1525	Legal Transcription/Word Processing Applications	3	
LGST 1400	Legal Studies I: Terminology and Procedures	3	
ADSC 1420	Business Communications	3	
ADSC 1430	Microsoft Office	3	
ADSC 1452*	General Transcription	3	
ADSC 1517	Computers in the Law Office	3	
ADSC 1715*	Word Processing	3	
ADSC 2520	Legal Document Processing	3	
<b>TOTAL CREDITS</b>		<b>36</b>	

*\*Requires a prerequisite or a concurrent course*

### Pre-program Requirements

Successful entry into this program requires **basic computer skills** and a specific level of skill in the areas of English and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

#### English/reading:

- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
- Completion of ENGL/READ 0950 or 0955 OR equivalent course or higher. ENGL/READ 0955 may be taken concurrently.

*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 at [pat@lsc.edu](mailto:pat@lsc.edu) or 218-733-7601*



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For more information about the Legal Secretary Diploma including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities, see program Website:

<https://degrees.lsc.edu/legal-secretary/>

- or -

Contact Faculty Advisors, Tina Johnson: [t.johnson@lsc.edu](mailto:t.johnson@lsc.edu) or 218-733-7677

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CIP Code: 22.0301  
MnSCU Program ID: 2098  
LSC Major ID: 5662

Created: 3/1/05  
AASC Approval: 5/6/15  
Updated: 6/8/2016 2:23 PM

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