



Legal Secretary Diploma - 36 credits

Program Area: Administrative Support Careers (Fall 2017)

*****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	

Total Credits 36

*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, mathematics, 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.



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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 or 218-733-7601

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 or 218-733-7677



MINNESOTA STATE

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MnSCU Program ID: 2098
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