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

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.
Legal Secretary Diploma - 36 credits
Program Area: Administrative Support Careers (Fall 2017)

***REMEMBER TO REGISTER EARLY***

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

All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners. This is not a contract; Lake Superior College reserves the right to change the planner as necessary. This document is available in alternative formats upon request, by contacting Disability Services, disabilityservices@lsc.edu or (218) 733-7650 or MRS/TTY (800) 627-3529.