

A student who successfully completes an average of 15 credits per quarter will be able to earn the diploma in 3 quarters (9 months).

NOTICE: THE COLLEGE IS NO LONGER ENROLLING STUDENTS IN THIS PROGRAM.

The Legal Administrative Assistant Diploma program provides students with the legal knowledge and administrative skills necessary to gain entry-level positions in private law firms, corporate legal departments, and government agencies. Through hands-on training, lecture, preparation of legal documents and exercises in legal analysis and writing, graduates are prepared to work as legal secretaries, receptionists, and clerk-typists, manage and organize legal documents, and assume other office responsibilities.

CAREER OPPORTUNITIES

This program prepares graduates for employment opportunities in private law firms, corporate legal departments, and governmental offices. Graduates are also prepared for and may choose clerical positions in educational institutions, government offices, hospitals, and insurance companies. Graduates may also act as receptionists, clerk-typists, and word processors, take charge of legal record keeping, and assume other office responsibilities.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate speed and accuracy in keyboarding and transcription
2. Interpret and apply legal terminology, principles, and procedures
3. Perform legal research and analysis
4. Interpret and apply legal codes of ethics and rules of professional conduct to various law office scenarios
5. Prepare legal documents and forms for various legal areas
6. Demonstrate proficiency in computer technology for use in the law office setting

CORE REQUIREMENTS

Class #	Class Name	Credits
CS111	Computer Information Systems	3
CS131	MS Office Professional I	3
CS256	MS Office Professional II	3
KY100	Keyboarding I	3
KY150	Keyboarding II	3
KY160	Legal Keyboarding and Transcription	3
KY200	Keyboarding III	3
LA100	Legal Terminology	4
LA115	Survey of Law	3
LA155	Legal Research I	4
LA205	Litigation I	4
LA215	Law Office Procedures and Technology	4
LA255	Ethics for the Law Office	4
PD102	Strategies for Success	2
PD250	Career Development	1
Total Program Minimum Credit Requirement		47

Notes:

Students may be required to complete Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based upon competency exam scores.