

The Legal Administrative Assistant Diploma program provides office technology training with a legal specialization enabling graduates to assume the responsibilities of an entry-level legal administrative assistant.

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

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
BS110	Business Communications	4
BS150	Business Writing	4
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/Transcription	3
KY200	Keyboarding III	3
KY250	Keyboarding IV	3
LA100	Legal Terminology	4
LA155	Legal Research I	4
LA180	Torts	3
LA196	Constitutional Issues	3
LA201	American Legal Systems	3
LA205	Litigation I	4
LA215	Law Office Procedures and Technology	4
LA255	Ethics for the Law Office	4
PD250	Career Development	1
SS103	Global Citizenship	2
SS140	Interpersonal Relations	4
Total Program Minimum Credit Requirement		68

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.