

Academic Plan as of fall 2015

Program Description:

Study legal terminology, court structure, calendar control, the discovery process, citation form and structure, legal ethics, civil litigation procedure, state mandated arbitration program, criminal process, legal correspondence, and much more to prepare for a career as a legal secretary. Students will have access to a comprehensive online program with student resources and support.

Gain the skills and knowledge necessary to work as a legal secretary, providing essential support to an attorney or legal department. Our expanded Legal Secretary certificate features additional online resources for maximum learning.

Program Learning Outcomes:

- Develop foundational and essential skills to enter the Legal Secretary profession, including terminology, court structure and legal ethics.
- Learn litigation practices and procedures including citation, court structure, interview skills, law office investigation, citation form, e-discovery and more.
- Develop working knowledge of criminal law as it relates to Legal Secretaries.

Program Requirements:

Students are required to complete the Legal Secretary Program to earn 3.0 CEUs

Required Courses:

- Legal Secretary Program

Prerequisites and Admissions Requirements:

Students must have daily access to a computer, printer and the internet. This program requires substantial online coursework.