

LEGAL ASSISTANT, CERTIFICATE

Program Description

This program is offered completely online and will require that students work in the legal field to gain on the job training in their chosen career field. Learning of practical skills and responsibilities required in this profession will build each term.

Program Outcomes

Students who successfully complete the Legal Assistant Certificate will:

1. Develop various skills and aspects of an entry-level legal assistant
2. Use current technology to create and edit legal documents
3. Develop professional and ethical standards required of legal assistants

Career Considerations

The legal assistant one-year certificate prepares students for entry-level jobs and future careers in the following areas: law firms, businesses, insurance companies, financial institutions, public agencies, title companies, and government offices.

Program Course Requirements

Course	Title	Credits
First Year		
First Term		
BA 180	Business Mathematics I ¹	3
LA 100	Legal Procedures I ¹	4
LA 102	Legal Terminology ¹	3
OA 116	Records Management ³	2
OA 128	Editing for Business ¹	3
Credits		15
Second Term		
BA 214	Business Communications ³	3
COM 218Z	Interpersonal Communication ³	4
LA 101	Intro to Paralegal Studies	3
LA 128	Legal Procedures II ¹	4
WR 121Z	Composition I	4
Credits		18
Third Term		
LA 105	Civil Procedure ¹	3
LA 132	Ethics for Legal Prof	3
LA 280	CWE- Legal Assistant ³	4
PSY 101	Psychology of Human Relations ²	3
Credits		13
Total Minimum Credits		46

¹ See catalog for course co-requisites or pre-requisites (MTH 65 can be taken instead of BA180)

² See advisor or program coordinator for an individualized academic plan.

³ See instructor the term prior for information on cooperative work experience.

A grade of C or better must be attained in all LA courses or courses must be retaken

Academic Entrance Requirement

- Working knowledge of MS Word
- Recommended Keyboarding speed of 45 WPM or take OA 110 Alpha Keyboarding (2 cr.)
- Students with a criminal record are strongly urged to research employability before entering the paralegal program. If students enter the program with a felony conviction, they should disclose this information to their paralegal advisor and any Cooperative Work Experience (CWE) employer.