

## LEGAL ADMINISTRATIVE ASSISTANT/SECRETARY (LGAD)

ASSOCIATE IN SCIENCE (A.S.) DEGREE

**Flanagan Campus, Lincoln only**

The Legal Administrative Assistant/Secretary program prepares students for careers such as legal secretary, legal transcriptionist and legal office assistants who work in a variety of office settings including law offices, legal departments and insurance companies. Career opportunities for the graduates of this program are expected to remain constant.

Students who successfully complete this program demonstrate the ability to understand basic legal terminology, the elements of legal style and the use of standard clauses within legal documents and forms. Students develop high-level skills in managing a law office and in the production of accurate legal documents. In their last semester, students are given the opportunity to work in a local legal office.

This program is available full time or part time, days or evenings.

### GENERAL EDUCATION REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> ENGL 1010*	Composition I	3
<input type="checkbox"/> ENGL 1400	Business Writing for Office Professionals	3
<input type="checkbox"/> MATH 1600*	Business Mathematics	3
<input type="checkbox"/> MATH 1620	Mathematics of Finance	3
<input type="checkbox"/> PSYC 1030	Psychology of Personal Adjustment	3
<input type="checkbox"/> Social Science Elective	See pg. 17 for list of courses that meet this requirement	3
<input type="checkbox"/> SPCH 1100	Oral Communication I	3
<b>Total General Education Credits</b>		<b>21</b>

\*Placement test required

## TIP:

**Full-Time Students** should take the following courses:

**First Semester:** OFTD 1120 OR 1340, OFTD 1250, 1130, 1370, COMI 1100, ENGL 1400 (17 credits); **Second Semester:** MATH 1600, OFTD 1140, 1170, 1180, 1220, 1280 (17 credits); **Third Semester:** ADAS 2510, 2520, LAWS 2050, 2070, MATH 1620, OFTD 1190, SPCH 1100 LEGL 2310 (21 credits); **Fourth Semester:** ADAS 2610, AND 2620 OR 2580, ENGL 1010, LEGL 2420, PSYC 1030, Social Science Elective (17-18 credits)

### MAJOR REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> OFTD 1120 OR 1340	Microcomputer Keyboarding OR Advanced Microcomputer Keyboarding	3
<input type="checkbox"/> OFTD 1130	Editing Skills for Office Communications I	2
<input type="checkbox"/> OFTD 1140	Office Technology and Procedures I	3
<input type="checkbox"/> OFTD 1170	<b>P</b> Office Transcription I	2
<input type="checkbox"/> OFTD 1180	Speech Recognition Software Applications I	1
<input type="checkbox"/> OFTD 1190	<b>P</b> Speech Recognition Software Applications II	1
<input type="checkbox"/> OFTD 1220	<b>P</b> Microsoft Office Applications I	4
<input type="checkbox"/> OFTD 1250	Office Accounting	3
<input type="checkbox"/> OFTD 1280	Editing Skills for Office Communications II	3
<input type="checkbox"/> OFTD 1370	Business File Management	2
<input type="checkbox"/> ADAS 2510	<b>P</b> Microsoft Office Applications II	3
<input type="checkbox"/> ADAS 2520	<b>P</b> Office Transcription II	2
<input type="checkbox"/> ADAS 2610	<b>P</b> Microsoft Applications III	3
<input type="checkbox"/> ADAS 2620 OR 2580	Office Administration Career Development OR Administrative Office Technology Cooperative Education	3-4
<input type="checkbox"/> LEGL 2310	Legal Forms and Terminology	2
<input type="checkbox"/> LEGL 2420	Legal Office Administration	2
<input type="checkbox"/> LAWS 2050 OR LAWS 2070	Law of Contracts OR Law of Business Organization	3
<b>Total Major Requirements Credits</b>		<b>42-43</b>

**Total Program Credits**

**63-64**

**UPDATE 7/21/09**

**P** This course has a prerequisite. See Course Descriptions section for class hours, prerequisites and corequisites.