

**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   |
|--|---|-----------|
| ENGL 1010*                             | Composition I   | 3         |
| ENGL 1400                              | Business Writing for Office Professionals                 | 3         |
| MATH 1600*                             | Business Mathematics                                      | 3         |
| MATH 1620                              | Mathematics of Finance                                    | 3         |
| PSYC 1030                              | Psychology of Personal Adjustment                         | 3         |
| Social Science Elective                | See pg. 17 for list of courses that meet this requirement | 3         |
| 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, OFTD 1250, 1130, 1370; ENGL 1400 (17 credits);
- Second semester:** MATH 1600; OFTD 1140, 1170, 1180, 1220, 1280 (17 credits);
- Third semester:** ADAS 2510, 2520; LAWS 2050 or 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                 | 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<br>OR 2580      | Office Administration Career Development OR Administrative Office Technology Cooperative Education | 3-4          |
| <input type="checkbox"/> LEGL 2310                 | Legal Forms and Terminology (fall only)  | 2            |
| <input type="checkbox"/> LEGL 2420                 | Legal Office Administration (spring only)  | 2            |
| <input type="checkbox"/> LAWS 2050<br>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**

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