

Legal Administrative Assistant/Secretary Concentration (LGAD)

Associate in Science Degree in Administrative Office Technology (AS_ADOT)

Flanagan Campus, Lincoln

Knight Campus, Warwick

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

The Legal Administrative Assistant/Secretary concentration 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.

Note: Many courses require prerequisites, corequisites and/or testing. [See course descriptions for details.](#)

RECOMMENDED COURSE SEQUENCE

General Education Requirements

COURSE NO.	COURSE TITLE	COURSE NOTES	CREDITS
BIOL 1070	Human Anatomy and Physiology		3
ENGL 1010	Composition I		3
ENGL 1400	Business Writing for Office Professionals		3
MATH 1005	Business Mathematics		3
MATH 1015	Mathematics of Finance		3
PSYC 1030	Psychology of Personal Adjustment		3
Social Science Elective		See this page for a complete list of courses that fulfill the SSCI attribute.	3
COMM 1100	Public Speaking		3
Total General Education Requirements Credits			24

Major Requirements

COURSE NO.	COURSE TITLE	COURSE NOTES	CREDITS
OFTD 1105	Essential Note Taking Skills		1
OFTD 1120	Microcomputer Keyboarding		3
OFTD 1130	Editing Skills for Office Communications I		2
OFTD 1140	Office Technology & Procedures I		3
OFTD 1170	Office Transcription I		2
OFTD 1180	Speech Recognition Software Applications I		1
OFTD 1190	Speech Recognition Software Applications II		1
OFTD 1220	Microsoft Office Applications I		4
OFTD 1250	Office Accounting		2
OFTD 1280	Editing Skills for Office Communications II		3
OFTD 1370	Business File Management		2
ADAS 2510	Microsoft Office Applications II		3
ADAS 2520	Office Transcription II		2
ADAS 2570	Administrative Office Management		3
ADAS 2580	Office Administration Cooperative Education I		3
ADAS 2610	Microsoft Office Applications III		3
LEGL 2310	Legal Forms and Terminology		2
LAWS 2050 OR2070	Law of Contracts OR Law of Business Organization		3
Total Major Requirements Credits			43

Total Program Credits 64