

Legal Secretary Undergraduate Certificate

Each undergraduate degree certificate consists of 8 courses (3 credit hours each) totaling 24 credit hours.

The Legal Secretary Certificate Program will prepare students for a career in legal office administration supporting the work of lawyers, paralegals, and other staff. The program includes introductory business language and concepts, as well as expectations of an effective paralegal. An emphasis is made on exploring the role of legal secretaries, including legal analysis and writing, in the law office. This certificate includes 24 credit hours within Lakewood University's Associate of Applied Business in Paralegal Studies and can be taken as a stepping stone towards further education.

Program: Paralegal/Legal Assistant

Type: Undergraduate Certificate

Program Outcomes

- Describe the America legal system, its structure, and how it operates
- Discuss societal issues and ethical considerations for attorneys and paralegals
- Identify the elements in various areas of law including criminal, contract, business, tort, property, wills & estates, family law
- Describe how law firms are structures and the paralegal's role in this context
- Describe trends in technology and specifically how computers are used in the law office
- Identify the source of criminal law
- Conduct legal research and demonstrate the basic legal correspondence
- Describe operations in management, designing performance measures how they are used in decision making
- Demonstrate a basic understanding of accounting principals including the interpretation of common financial statements
- Describe technology trends and specifically how computers are used in the workplace
- Demonstrate language fundamentals necessary to communicate effectively with an emphasis on workplace oral and written communication

Item #	Title	Credit Hours
ENG101	English 101	3
BUS100	Introduction to Business	3
PGL100	Introduction into Paralegal Studies	3
CRLW100	Criminal Law & Procedure	3
BSLW100	Business Law	3
LGAW200	Legal Analysis & Writing I	3
LWMG200	Law Office Management	3
LGR200	Legal Research	3
Total credits:		24