

Lake Superior College

Program Planner

Created on: 03/01/05

Updated: 02/10/11

Effective: *Fall 2011*

Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into the program.

You may be required to complete additional (or less) coursework, dependent upon the results of your Computerized Placement Test (CPT) and/or previous coursework completed or certifications earned.

Program: Legal Secretary

Degree Type: Diploma

Total Required Credits: 36

Pre-program Requirements

Successful entry into this program requires a specific level of skill in the areas of English and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English:

- A score of 86 or higher on the Sentence Skills portion of the CPT, OR
- Completion of ENGL0460 or its equivalent transfer course or higher.
- If required, ENGL0460 may be taken concurrently with Semester I coursework.

Reading:

- A score of 78 or higher on the Reading Comprehension portion of the CPT, OR
 - Completion of READ0465 or its equivalent transfer course or higher.
 - If required, READ0465 may be taken concurrently with Semester I coursework.
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Required Pre-technical Course

(NOTE: If student types less than 20 wpm.)

Course ID# (concurrent)	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1710 (Yes)	Introduction to Keyboarding (None)	F/S	1	

Semester I

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1415	Keyboarding I (ADSC1710 or equivalent or instructor's consent)	F/S	4	
ADSC1420	Business Communications (College-level reading and writing, keyboarding/word processing ability, or concurrent enrollment in a keyboarding course)	F/S	3	
ADSC1430	Microsoft Office (READ0465 and ENGL0460 or concurrent enrollment; ability to type a minimum of 20 wpm)	F/S	3	
ADSC1440	General Office Procedures (ADSC1415, equivalent, or concurrent enrollment in ADSC1415)	F	3	
ADSC1515	Law Office Applications (Keyboarding and word processing ability)	F	3	
ADSC1715	Word Processing (ADSC1710 or instructor's consent)	F/S	2	
Total Credits for Term			18	

Semester II

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1422	Business Vocabulary/Proofreading (READ0465 and ENGL0460 or concurrent enrollment)	F/S	2	
ADSC1442	Records Management (ADSC1440, ADSC1511, ADSC1611, or instructor's consent)	S	2	
ADSC1452	General Transcription (ADSC1420 or concurrent enrollment and ADSC1415 or concurrent enrollment)	S	2	
ADSC1517	Computers in the Law Office (College-level reading and basic computer skills)	S	3	
ADSC1525	Legal Transcription/Word Processing Applications (Keyboarding and word processing ability)	F/S	3	
ADSC2520	Legal Document Processing (Keyboarding and word processing ability; college-level reading and writing)	S	3	

LGST1400	Legal Studies I: Terminology and Procedures (Keyboarding/word processing ability; college-level reading and writing)	F/S	3	
Total Credits for Term			18	

- *All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners.*
- *This is not a contract; Lake Superior College reserves the right to change the planner as necessary.*
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