

Lake Superior College

Program Planner

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 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: **Certificate**

Total Required Credits: **18**

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 **not** 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 **not** be taken concurrently with Semester I coursework.

Required Pre-technical Courses

(NOTE: ADSC1420 – if student has no prior business work experience; ADSC1440 – if student has no business office work experience; ADSC1710 - if student types less than 20 wpm; ADSC1715 – if student has no word processing experience.)

Course ID# (concurrent)	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1420 (Yes)	Business Communications (Keyboarding/word processing ability or concurrent enrollment in a keyboarding course)	F/S	3	

ADSC1440 (Yes)	General Office Procedures (ADSC1415, equivalent, or concurrent enrollment in ADSC1415)	F	3	
ADSC1710 (Yes)	Introduction to Keyboarding (None)	F/S	1	
ADSC1715 (Yes)	Word Processing (ADSC1710 or instructor's consent)	F/S	2	

Semester I

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1515	Law Office Applications (Keyboarding and word processing ability)	F	3	
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 and word processing ability; college-level reading and writing)	F/S	3	
LGST1410	Legal Studies II: Introduction to Research (LGST1400 or instructor's consent)	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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