

Legal Office Administrative

Assistant / Secretary

405 Hours / 12 Weeks

Program Objectives:

This program of study prepares the student who wants to work as an Administrative Assistant or Legal Secretary in a Law firm or in any Legal office. The student will become Proficient in all aspects of a legal office, including essential legal terminology and law office skills. The student will learn about legal correspondence and pleadings, such as complaints, motions, orders, answers and briefs. The use of the docket system is presented in several areas to fulfill the background necessary to work in a Law office or legal environment. The student will also learn all of the components to the Microsoft Office application package. The student will have the necessary training to become a Microsoft Office Specialist as well.

The program is designed to provide students with the knowledge and skills necessary to perform Law office functions as well as building a foundation for other Microsoft Certifications.

Courses:

Introduction to the Computer and Keyboarding Techniques
Windows
Microsoft Word (Introduction to Advanced)
Microsoft Excel (Introduction to Advanced)
Microsoft Access (Introduction to Advanced)
Microsoft PowerPoint (Introduction to Advanced)
Microsoft Office (Integration techniques)
Microsoft Outlook (Setup, Email, Calendar, Tasks, Journal Entries, Contact Information, Address Book and more!)
Internet Explorer (Introduction to Advanced)
Law Office Skills
Legal terminology
Career Development
Job Placement Assistance
Resume Preparation