

# Legal Secretary Certificate Program

*Division of Social Sciences — Curriculum Code: 3209*  
*Will Earn Upon Program Completion: Legal Secretary Certificate*

## **Why become a Legal Secretary?**

This certificate program prepares students for employment opportunities as legal secretaries in law firms, corporate legal departments, government agencies, banks, legal aid societies, and federal and state courts. The program teaches students basic legal principles, legal terminology, and business writing, and provides a broad background in legal office management. Students also develop skills in clerical, technical, and administrative areas.

## **Are there any requirements I must satisfy before I start taking courses in the program?**

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

## **How long will it take for me to complete this certificate?**

If you do not need developmental course work, you may complete the Certificate in three semesters.

## **Where should I direct specific questions about this program?**

Contact the Division at (973) 877-3250.

## **Upon completion of this program, graduates will be able to:**

- ◆ Demonstrate a working knowledge of the structure of the American legal system;
- ◆ Explain and apply the concepts of civil and criminal law, substantive and procedural law and jurisdiction;
- ◆ Demonstrate a working knowledge of the basic substantive areas of law including contracts, property, torts, and family law;
- ◆ Demonstrate a working knowledge of the ethical practices of the legal profession;
- ◆ Demonstrate competence in carrying out a variety of administrative and clerical responsibilities necessary to run an organization effectively;
- ◆ Coordinate a legal office's administrative activities and ensure that information is disseminated to staff and clients through the use of electronic mail, interoffice mail, or the postal service;
- ◆ Demonstrate dependability, initiative, adherence to confidentiality standards, and interest in keeping pace with developments in the field;
- ◆ Use personal computers to run software applications;
- ◆ Prepare a variety of correspondences, prepare legal documents, schedule appointments, and handle client contact in a professional manner;
- ◆ Demonstrate the ability to manage time effectively;
- ◆ Operate a variety of office equipment; and
- ◆ Demonstrate the ability to keyboard at acceptable speeds, organize files and proofread.

Note: The Legal Secretary Certificate Program prepares students to work under the supervision of an attorney. A Legal Secretary may not engage in the unauthorized practice of law. Only attorneys can provide legal services directly to the public.

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<p><b>GENERAL EDUCATION REQUIREMENTS:</b> (3 credits)</p> <p><b>Communications (3 credits)</b> ENG 101 College Composition I 3</p> <p><b>MAJOR COURSE REQUIREMENTS:</b> (30 credits)</p> <p>OCT 106 Keyboarding and Formatting I 3  OCT 107 Document Publication and Design 3  OCT 121 Business Communication 3  OCT 215 Specialized Machine Transcription 3  OCT 230 Legal Office Procedures 3  OCT 250 Word/Information Processing Applications I 3  OCT 251 Word/Information Processing Applications II 3  CIS 131 Microcomputers in Business 3  CIS 152 Internet Concepts 3  PLS 101 Intro to Paralegal Studies 3</p> <p><b>Total Credits Required for Certificate 33</b></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES:*</b></p> <p><b><u>First Semester</u></b></p> <p>OST 106 Keyboarding and Formatting I 4  PLS 101 Intro to Law for Paralegals 3  ENG 101 College Composition I 3  CIS 131 Microcomputers in Business 3</p> <p><b><u>Second Semester</u></b></p> <p>OST 107 Keyboarding and Formatting II 4  OST 121 Business Communication 3  OST 250 Word/Information Processing I 4  CIS 152 Internet Concepts 3</p> <p><b><u>Third Semester</u></b></p> <p>OST 215 Specialized Machine Transcription 3  OST 230 Legal Office Procedures 3  OST 251 Word/Information Processing Applications II 3</p>
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**\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.