



Extended Studies & Workforce Education Division
Norwalk Community College
Legal Secretary
Certificate Program

<u>Course</u>	<u>Total Hours</u>	<u>Total Sessions</u>	<u>Tuition*</u>	<u>Textbook</u>
1. Understanding Administrative Procedures in the Legal Environment	15	6	\$259	N/A
2. Introduction to Legal Concepts for the Legal Secretary	15	6	\$259	N/A
3. Microsoft Word	18	6	\$329	N/A
4. Microsoft Outlook	18	6	\$329	N/A

*Tuition subject to change.

Course Descriptions

Understanding Administrative Procedures in the Legal Environment

The legal profession is both exciting and rewarding. This course is for those who want to get started or perhaps change careers to become a legal secretary. An overview of a law practice, management of a law office, working with attorneys and other legal staff, and ethics in client relations will be presented. Students will become familiar with legal research and the courts, filing and records management, and mail and docket control systems.

Introduction to Legal Concepts for the Legal Secretary

This course is a hands-on introduction into the field of law. Students will obtain a general background of substantive law and an overview of the different areas of a legal practice and the law (contracts, real estate, business organizations, civil law and procedure, criminal law, family law, probate and workers' compensation).

Microsoft Word

Microsoft Word takes word processing to a new level by automating common tasks and providing powerful tools to create professional quality documents quickly and easily. Students will learn the essential vocabulary, concepts, and features of Microsoft Word, create and format documents, apply advanced formatting features, and learn how to use mail merge.

Microsoft Word (Continued)

Prerequisite: (a) Computer Basics, Intro to Windows or equivalent experience, (b) students should be familiar with using both a keyboard and mouse.

Microsoft Outlook

Microsoft Outlook is the preeminent Personal Information Manager (PIM) in the workplace today. Students will learn how to: (a) use “Tasks” to help maintain our ever changing “to-do” lists; (b) enter and maintain a list of “Contacts;” (c) perform the most sought after functions (sending, receiving, attaching files, signatures, viewing conversations, etc.); (d) use the “Calendar,”. (e) create appointments, events, meetings and learn to make them recurring; (f) set reminders, (g) create additional calendars and print our calendars.

Perquisites: Ability to surf the internet, create favorites, download files, send and receive email, create and edit Microsoft Word document.

Please refer to the Extended Studies & Workforce Education current catalog for course specifics (tuition, start date, class time slot and location).

Employment Related Information

- Legal Secretary Certificate holders will have opportunities in legal, insurance and wide-ranging business industries. Some work will include data entry specific to the firm or agency of employment, while other positions will require research either as part of preparation for litigation or in a more academic capacity.
- Job Search Key Words:

legal secretary, legal assistant, litigation assistant, legal research, research assistant, administrative assistant
- O*NET[®] OnLine: A tool for career exploration and job analysis!

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more! <https://www.onetonline.org/>
Type in Legal Secretary in "Keyword or O*NET-SOC Code"

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