

Legal Secretary Studies

Experienced secretaries — acquire the technical skills and knowledge to climb the career ladder and qualify for a well-paid secretarial specialty. Legal secretaries are employed by law firms, the judicial system and the legal departments of many organizations.

To earn the Legal Secretary Studies Certificate, students must apply for the program (see page 5), complete three required courses with a grade of “C” or better and attend at least 80 percent of classroom instruction for each course. **Prerequisites: Ability to word process at a minimum speed of 60 words per minute and have 2 years secretarial experience.**

Required Courses

- LES 52** Fundamentals of the Law for Legal Secretaries
LES 63 Computer Applications and Machine Transcription for Legal Secretaries
PLS 90 Law Office Management

Fundamentals of the Law for Legal Secretaries

LES 52/\$235

A working knowledge of the functions of the legal secretary is provided in this course. Topics include the role of the legal secretary as part of the legal team, legal terminology, ethics, the courts and administrative agencies. Substantive and procedural law in the areas of real estate, wills, trusts and estates and real property are also included. *Offered fall and spring semesters.* 3 CEU

Wednesdays, March 3-May 26, 7:30-9:35 p.m., 12 sessions. Chelsea Campbell, J.D.

All students enrolling in Legal Secretary Studies courses are required to make an appointment for advisement with Mrs. Chelsea Campbell, program coordinator, prior to registration. Call (718) 960-8512 for an appointment.

Computer Applications and Machine Transcription for Legal Secretaries

LES 63/\$385

This course provides the knowledge and skills necessary to prepare for employment as a legal secretary. Students are instructed in the preparation of litigation and non-litigation documents including summonses and complaints and discovery documents. In addition, the operation of the transcription machine is taught while transcribing these legal documents and correspondence from tapes.

(Prerequisites: Ability to word process at a minimum speed of 60 words per minute *and* at least 2 years secretarial experience.) Microsoft Word is utilized in the course. **A 3 1/2 inch HD diskette and textbook to be brought to first class meeting.** *Offered fall and spring semesters.* 4 CEU

Saturdays, Feb. 21-May 22, 8:45-11:30 a.m., 12 sessions. Yvette Lanausse, Lehman College faculty.

Law Office Management

PLS 90/\$270 (see page 11)

Offered on Saturdays in the spring semester, weekday evenings in the fall semester.

Students in the Legal Secretary Studies Certificate Program must consult with Mrs. Chelsea Campbell prior to registering.

Recommended Course

NEW! Legal Secretary Internship

LES 65/\$150

A limited number of legal secretary internships are available to provide students with practical experience in a legal setting. Interns are expected to be available to work at least one business day per week for a minimum of five months or a minimum of 150 hours.

They must report every two weeks to the program coordinator. Grading is Pass/Fail and depends upon a satisfactory evaluation from the supervisor at the internship site. The internship is open only to students who have successfully completed the program, and is recommended for all students who have no prior legal experience. To apply for an internship, students must submit a current resume and a recommendation from one of their instructors. All prospective interns must be interviewed by the coordinator before registering. To schedule an interview, call (718) 960-8512.

Notary Public Exam Preparation (NTP 10) is highly recommended for all Legal Secretary Studies students. See page 31.