Legal Secretary Program

Program Duration: 12 months

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| **Course Sequence** | **Suggested Study Schedule** |
| Paralegal and Legal Assistant: Basics | Week 1 - 7 |
| Paralegal and Legal Assistant: Specialties | Week 8 – 26 |
| Paralegal and Legal Assistant: Citation Workbook | Week 27 – 30 |
| Paralegal and Legal Assistant: Using Computers in the Law Office | Week 31 – 48 |
| Office Procedures Level 1 | Week 49 – 50 |
| Office Procedures Level 2 | Week 51 -- 52 |

* The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
* Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
* We recommend students to follow the course sequence in the order listed above.