

Legal Secretary Program

Program Duration: 12 months

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.