

Legal Administrative Assistant (LA)

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The Legal Administrative Assistant program prepares students to perform legal administrative duties for law firms, corporate legal departments, financial institutions, and educational, government, judiciary, and public interest organizations.

Students earn an Associate of Applied Business degree and develop competencies in technology skills (such as word processing, graphic presentations, spreadsheets, and keyboarding), as well as knowledge of legal terminology, legal transcription, correspondence and documentation, legal office procedures, law office protocol, time management, and organizational skills.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

Legal Administrative Assistant (LA)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (G)	3	0	3
IM 100	Computer Literacy (B)	1	2	2
IM 115	Administrative Office Procedures and Practices (B)	2	3	3
IM 130	Electronic Word Processing: Microsoft Word (T)	2	3	3
IM 165	Legal Office Environment (T)	3	0	3
FYE XXX	First Year Experience Elective (B)	1	0	1
Semester 2				
BUS 190	Professional Practices (B)	1	0	1
IM 120	Electronic Spreadsheets: Microsoft Excel (T)	2	3	3
IM 135	Business Document Formatting (T)	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint (T)	2	3	3
LAW 101	Business Law (B)	3	0	3
ENG 10X	English Composition Elective (G)	3	0	3
Semester 3				
ACC 101	Financial Accounting (B)	2	2	3

LAW X9X	Cooperative Education Elective 1: Legal Assistant (T)	1	40	2
Semester 4				
IM 145	Document Proofreading and Editing (T)	2	3	3
IM 155	Emerging Technologies and Social Media (T)	2	2	3
IM 225	Legal Transcription and Formatting (T)	2	3	3
MAT 1XX	Mathematics Elective (G)	3	0	3
Semester 5				
COMM 105	Interpersonal Communication (G)	3	0	3
LAW X9X	Cooperative Education Elective 2: Legal Assistant	1	40	2
Semester 6				
IM 290	Administrative Assistant Capstone (T)	2	3	3
LAW 150	Bankruptcy, Debt Collection and Secured Transactions (T)	3	0	3
MGT 10X	Management Elective (B)	3	0	3
XXX XXX	Social/Behavioral Science Elective (G)	3	0	3
Total Credits:		52	110	65

Electives

First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

Mathematics Elective

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

Management Elective

MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3

Social/Behavioral Science Elective

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC

Cooperative Education Electives (4 credit hours required)

LAW 191	Part-Time Cooperative Education 1: Legal Assistant	1
LAW 192	Part-Time Cooperative Education 2: Legal Assistant	1
LAW 193	Part-Time Cooperative Education 3: Legal Assistant	1
LAW 194	Part-Time Cooperative Education 4: Legal Assistant	1
LAW 291	Full-Time Cooperative Education 1: Legal Assistant	2
LAW 292	Full-Time Cooperative Education 2: Legal Assistant	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Faculty

Program Chair

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