



Contact Person: Lori Garnand

Email: lgarnand@csi.edu

Direct Phone: 208-732-6317

Office Location: Canyon124H

This program prepares students for a fast paced career utilizing strong organizational and critical thinking skills. Through program completion, students will develop an expertise in communication, problem solving and software applications that can be carried through to a business environment. Students completing this program can earn either a technical certificate or an Associates of Applied Science degree. Students must demonstrate computer proficiency by either completing CISA 101 or passing the Computer Skills Assessment exam.

Fall Semester Freshman Year

Legal Assistant

Course Number	Course Title	Pre-Requisite	Credits
MATH 123	Math in Modern Society	COMPASS Placement or completion of Math 025	3
CISA 104	Business Writing		3
ENGL 101	English Composition	COMPASS Placement or completion of ENGL 090	3
CISA 142	Intermediate Word Processing	CISA 101	3
CISA 110	Ten Key Skills		2
General Education Class Social Science			3
Total			17

Spring Semester Freshman Year

Course Number	Course Title	Pre-Requisite	Credits
ACCB 129	Introduction to Bookkeeping		5
CISA 114	Office Procedures		2
CISA 145	Integrated Software Applications	CISA 142	3
CISA 116	Spreadsheet Applications		2
CISA 103	Workforce Skills Essentials		3
Total			15

Fall Semester Sophomore Year

Course Number	Course Title	Pre-Requisite	Credits
CISG 204	Copy Editing		2
CISA 204	Records Management		2
CISA 209	Skillbuilding		2
CISA 231	Internship		2
COMM 101	Fundamentals of Oral Communication		3
CISA 261	Legal Assistant 1		3
Total			15

Spring Semester Sophomore Year

Course Number	Course Title	Pre-Requisite	Credits
ACCB 130	Principles of Bookkeeping	ACCB 129	5
CISA 104	Communicating with Technology		3
CISA 245	Office Technology Integration	CISA 116, CISA 142, CISA 145, CISA 204	3
CISA 262	Legal Assistant 2		2
General Education Class			4
Total			17

Certification as a Legal Assistant requires a combination of course work and work experience. Students completing these courses after 2 years of work experience in a legal office may take the ALS (Accredited Legal Secretary) certification exam. Eligibility for the PLS certification (Professional Legal Secretary) requires 2 to 7 years of work experience, and eligibility for the Paralegal certification requires more that 7 years work experience.