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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 Technical Certificate

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
CISA 142	Intermediate Word Processing	CISA 101	3
CISA 110	Ten Key Skills		2
CISA 261	Legal Assistant One		3
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 145	Integrated Software Applications	CISA 142	3
CISA 103	Workforce Skill Essentials		3
CISA 116	Spreadsheet Applications		2
CISA 262	Legal Assistant 2		2
CISA 114	Office Procedures		2
ENGL 101	English Composition	COMPASS Placement or completion of ENGL 090	3
Total			20

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.