

**PONTIS COMMUNITY SERVICES**



**PCS eLearn**

# LEGAL ASSISTANT

Our legal assistant course provides students with the knowledge and skills necessary to support lawyers and paralegals in a variety of legal settings. These courses cover a wide range of topics, including legal terminology, legal procedures, legal research, legal writing, and office administration.

## COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

LAW 101 - Legal Terminology (2 Weeks)

LAW 110 - Legal Procedures (3 Weeks)

LAW 120 - Legal Research (3 Weeks)

LAW 130 - Legal Writing (3 Weeks)

LAW 140 - Office Administration (2 Weeks)

LAW 150 - Legal Assistant Ethics (1 Week)

TOTAL FOR COURSE COMPLETION - 14 WEEKS