

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

COURSE DESCRIPTIONS

LAW 101 - Legal Terminology (2 Weeks) - Students will learn the basic legal terms and phrases used in the legal profession.

LAW 110 - Legal Procedures (3 Weeks) - Students will learn about the different types of legal procedures used in various legal settings, such as civil litigation, criminal law, and family law.

LAW 120 - Legal Research (3 Weeks) - Students will learn how to conduct legal research using both print and online resources.

LAW 130 - Legal Writing (3 Weeks) - Students will learn how to write legal documents, such as letters, memos, and briefs.

LAW 140 - Office Administration (2 Weeks) - Students will learn about the various administrative tasks involved in working in a legal office, such as filing, scheduling, and client communication.

LAW 150 - Legal Assistant Ethics (1 Weeks) - A Legal Assistant Ethics course is designed to provide legal assistants with a comprehensive understanding of the ethical principles and rules that govern their conduct in the legal profession.