

Business, Management & Administration: Administrative Support
Career Pathway Plan of Study: Legal Administrative Specialist

Career Track Description: Legal Administrative Specialist is projected to grow much faster than the average for all occupations as law firms try to increase efficiencies.


Average Salary
\$37k - \$42K

Education Levels	Grade	Career and Technical Courses for Business, Management & Administration	eDL Course Recommended Elective Options	eDL Course Options For English, Science and Social Studies
Secondary	9	<ul style="list-style-type: none"> Principles of Business, Marketing, Finance 1a Principles of Business, Marketing, Finance 1b <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Business Information Management 1a Business Information Management 1b 	<ul style="list-style-type: none"> Workplace and Internship Readiness Law & Order: Introduction to Legal Studies Introduction to Sociology Sociology: Your Social Life Social Problems I : A World in Crisis Social Problems II: Crisis, Conflicts & Challenges 	<ul style="list-style-type: none"> Anatomy and Physiology 1a: Introduction Anatomy and Physiology 1b: Discovering Form and Function Forensic Science : Secrets of the Dead Forensic Science II: More Secrets of the Dead
	10	<ul style="list-style-type: none"> Office Administration 1a Office Administration 1b 	<ul style="list-style-type: none"> Personal Psychology: The Road to Self-Discovery Personal Psychology: Living in a Complex World Public Speaking 1a: Introduction Public Speaking 1b: Finding Your Voice 	<ul style="list-style-type: none"> Criminology: Inside the Criminal Mind Astronomy 1a: Introduction Astronomy 1b: Exploring the Universe
	11	<ul style="list-style-type: none"> Legal Administration 1a Legal Administration 1b 	<ul style="list-style-type: none"> Microsoft PowerPoint Microsoft Word Microsoft Excel 	<ul style="list-style-type: none"> Reading and Writing for Purpose
	12	<ul style="list-style-type: none"> Business Law 1a Business Law 1b <p><i>*Courses with an "a" and "b" version are each a semester in length and taught together over the course of one year.</i></p>	<ul style="list-style-type: none"> American Sign Language 1a: Introduction American Sign Language 1b: Learn to Sign Nutrition & Wellness <p><i>*All courses listed above are options appropriate for grades 9-12</i></p>	<ul style="list-style-type: none"> Human Geography: Our Global Identity <p><i>*All courses listed above are options appropriate for grades 9-12</i></p>

*Additional options available 2022: Social Media Marketing, Marketing Management 1, Sports & Entertainment Marketing, Digital Marketing.

Middle School Course Recommendation:
Career Explorations 1 & 2
Middle School Exploring Business



Industry Certifications 

- Brainbench Legal Secretarial Skills
- NOCTI Administrative Services (Pathway Assessment)
- Accredited Legal Professional (NALS)
- NOCTI Business Information Processing (Job Ready Assessment)

Course Descriptions



Discover the fundamental knowledge that will help you pursue a career in business, and generate interest and buzz around products and services.

[LEARN MORE >](#)



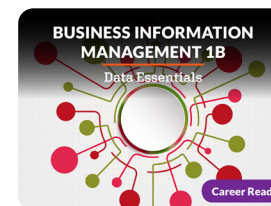
Take your knowledge of business basics, finance, and marketing to the next level, and learn the employability skills to land the job.

[LEARN MORE >](#)



Whether you plan to lead or start your own business, learn the basics of business types, finance, law, marketing, sales, customer service, and more.

[LEARN MORE >](#)



Learn about the application of information management in business, including conduct, teamwork, software, and managerial skills.

[LEARN MORE >](#)



Explore what it means to have effective verbal and written communication, speaking, and listening skills to work with diverse people and teams.

[LEARN MORE >](#)



Available Summer 2021 [LEARN MORE >](#)



Explore what it means to run an ethical business, keep intellectual property, technology, and e-commerce safe, understand insurance and taxes, and having a healthy workplace environment.

[LEARN MORE >](#)



Examine how state and federal regulations work to protect consumer and employees' rights, protect society and the environment, and understand how business contracts can work to protect everyone. [LEARN MORE >](#)



Understand the specifics of researching, creating, processing, filing legal documents, and more. Jumpstart your career in law by learning what it takes to be a legal admin. [LEARN MORE >](#)



Wherever your legal admin career takes you, understanding the responsibilities of a law office requires strict attention to detail, communication skills, office competence, and legal savvy. [LEARN MORE >](#)



Discover how to build a well-rounded set of employability and personal leadership skills that allow you to guide your own career. [LEARN MORE >](#)