

Certified Legal Assistant

By passing the Certified Legal Assistant examination, students may earn college credit. In order to receive credit, the applicant must fulfill the following requirements:

1. Meet all admission requirements of the College.
2. Present a certified transcript of the CLA Examination results to the Paralegal Program Director.
3. Complete a degree plan.

With approved credit for the CLA Certification, credit for the following courses will be granted upon completion of equivalent hours at MCC:

LGLA 1313, Introduction to Paralegal Studies
POFT 1227, Introduction to Keyboarding
POFT 1301, Business English
BUSI 2301, Business Law I
ENGL 2311, Technical Communication
PHIL 2374, Critical Thinking
LGLA 1172, Computerized Legal Research
ITSW 1301, Introduction to Word Processing (OFAD elective)
POFT 2321, Machine Transcription (non-LGLA elective)

Students may earn as many as nine more credit hours depending upon the substantive law sections taken on the CLA Examination.

Professional Legal Secretary (PLS)

By passing the Professional Legal Secretary examination, students may earn college credit.

In order to receive credit, the applicant must fulfill the following requirements:

1. Meet all admission requirements of the college.
2. Present a certified transcript of the PLS Examination results to the Paralegal or Legal Secretary Program Director.
3. Complete a degree plan.