

January 19, 2023

23-104

APPLY TO THE HIGHER EDUCATION  
COORDINATING COMMISSION FOR APPROVAL OF  
THE LEGAL ASSISTANT LESS THAN ONE-YEAR  
CAREER PATHWAY CERTIFICATE FOR PORTLAND  
COMMUNITY COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Academic Affairs

FINANCIAL  
RESPONSIBILITY: Joy Jerome Turtola, Pathway Dean, Public Services,  
Education, and Social Sciences

APPROVED BY: Dr. Katy Ho, Vice President, Academic Affairs  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Workforce: responds to community and workforce needs by  
developing a culture of agility.

REPORT: The proposed Legal Assistant Less Than One-Year  
Career Pathway Certificate will provide education in the  
knowledge and skills needed to perform the Legal  
Assistant position. After completing this certificate,  
students can apply for entry-level legal assistant  
positions. Students need to be prepared to draft business  
correspondence, answer phones and record detailed  
messages, perform word processing, set appointments,  
calendar court deadlines, arrange for service and filing of  
pleadings and other documents, processing client bills,  
maintaining client trust accounts, maintaining files, and  
other duties. This 35-credit certificate prepares students  
to perform those duties.

RECOMMENDATION: That the College be authorized to submit an application  
to the Higher Education Coordinating Commission for the  
Legal Assistant Less Than One-Year Career Pathway  
Certificate for Portland Community College.