

Los Angeles Southwest College

**Legal Office Assistant**

Program Level - Undergraduate certificate

Program Length - 36 weeks

**COST**

**Q. How much will this program cost me?\***

**A. Tuition and fees: \$820**  
**Books and supplies: \$1,710**  
**On-campus room & board: *not offered***

What other costs are there for this program?<sup>1</sup>

For further program cost information, visit  
<http://www.lasc.edu/students/businessoffice.html>

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

**FINANCING**

**Q. What financing options are available to help me pay for this program?**

**A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:**

**Federal loans: \***  
**Private education loans: \***  
**Institutional financing plan: \***

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

**SUCCESS**

**Q. How long will it take me to complete this program?**

**A. The program is designed to take 36 weeks to complete. Of those that completed the program in 2014-2015, \*% finished in 36 weeks.**

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

**Q. What are my chances of getting a job when I graduate?**

**A. The job placement rate for students who completed this program is \*%.**

\* This institution is not currently required to calculate a job placement rate for program completers.

For more information on jobs related to this program. <sup>3</sup>

<sup>1</sup> For additional information related to this program and/or the information provided above. <sup>2</sup>

***<sup>1</sup> Other costs for this program***

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Other Fees:

Parking Permit: \$40

Health Services Fee: \$11

ASO Student Representation Fee: \$1

Associated Student Organization Fee: \$7

***<sup>2</sup> Additional information related to this program and/or the information provided above***

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This program prepares students for entry-level employment in legal offices. Emphasis is placed on the development of language skills, legal terminology, and law office management.

Student Learning Outcome: Upon completion of this program, students should be able to:

- 1) Create and demonstrate PowerPoint presentation.
- 2) Write a business letter using standard business format including 7 elements.
- 3) Evaluate the elements of the role of a legal decision and the legal assistant.

***<sup>3</sup> More information on jobs related to this program***

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Executive Secretaries and Executive Administrative Assistants

<http://online.onetcenter.org/link/summary/43-6011.00>

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

<http://online.onetcenter.org/link/summary/43-6014.00>