## 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?[1]

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. [3]

For additional information related to this program and/or the information provided above. [2]

**Date Created: 11/7/2016**

**1** *Other costs for this program*

Other Fees:
Parking Permit: $40
Health Services Fee: $11
ASO Student Representation Fee: $1
Associated Student Organization Fee: $7

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

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.

**3** *More information on jobs related to this program*

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