



Certificate of Achievement

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY:

LEGAL OFFICE ASSISTANT



WHAT IS LEGAL OFFICE

ASSISTANT

Legal office assistants complete many routine tasks and assist lawyers with legal work, including research, court filings and client communication. They work under the direction of lawyers to complete many different administrative and office tasks.

Contact Business Department: 323-241-5387



What You'll Do

- Employ technology in a legal environment
- Prepare effective and appropriate legal documents
- Demonstrate high standards of ethics and professionalism
- Describe basic law, codes, court structure and the judicial systems
- Review the processes used to do legal investigations and client and witness interviews

CAREER OPPORTUNITIES:

- Law Office Administrative Assistant
- Law Office Receptionist
- Operation Assistant
- Office Manager
- Transcription Typist
- Legal Secretary

Required Courses:

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|---|---|
| LAW 10 | |
| Introduction to Legal Assistant | 3 |
| LAW 14 | |
| Law Office Management | 3 |
| CAOT 2 | |
| Keyboarding II | 3 |
| CAOT 31 | |
| Business English | 3 |
| CAOT 33 | |
| Records Management and Filing | 2 |
| CAOT 82 | |
| Microcomputer Software Survey in the Office | 3 |

TOTAL UNITS 17