

Certificate of Achievement: Legal Secretary

Start your career in Legal Office Administration. This program prepares you with essential legal office skills for employment in legal offices, courts, corporate legal departments, and government agencies.



Skills You Will Develop

- Legal terminology and procedures
- Document preparation and filing
- Customer service in legal settings
- Office technology and software applications

Required Courses (17 Total Units)

Course Code	Course Title	Units
CIS 101	Introduction to Computers and Their Uses	3
PALEGAL 010	Introduction to Law and Legal Profession	3
PALEGAL 014	Law Office Management & Procedures	3
CAOT 079	Microsoft Word: Advanced	3
CIS 104	Microcomputer Application Software	3
CAOT 114	Adobe Acrobat for the Office and Web	2

Enroll now at West LA College. Program information and enrollment details are available at: <https://www.wlac.edu/academics/aos/caot>