

## 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>