



BASIC LEGAL OFFICE

Legal office assistants are performing a growing number of duties in law offices today, often working with lawyers and paralegals to prepare for hearings, trials, closings and client meetings. The Basic

Legal Office Certificate prepares you for an entry-level position in a law office, with an introduction to the specialized requirements of legal procedures and documentation.

Legal/Office Assistant
\$27,450 per annum*

* Annual Mean Wage, U.S. Department of Labor Statistical Data, CA, 05/04/08



COURSES REQUIRED

COURSE NUMBER	COURSE TITLE	UNITS
CAOT 023	Legal Procedures I	5
CAOT 093	Legal Document Production	2
TOTAL UNITS		7

Students need to meet the ESL or English 28/31 requirement