

# LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE

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**PROGRAM CODE:** 1C30459N

Financial Aid Eligible

The **Legal Administrative Assistant Certificate** prepares the student to work in a variety of venues related to the legal profession including positions as a legal administrative assistant in a law office, or in the court system, and in a variety of other legal settings. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 19 units.

Code	Title	Units
<b>Required courses are listed in suggested sequence (19 units):</b>		
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation for Court Report.	1
CTRP 071 C	Legal Terminology and Rhetoric	3
CIS 102 C	MS Word Business Apps	4
CTRP 072 C	Legal Procedures	4
BUS 055 C	Business English	3
BUS 143 C	Introduction to Legal Research	1
CTRP 080 C	Internship - Law Office	2
<b>Total Units</b>		<b>19</b>

\*\* Recommended Advisory: California Notary Public license

## Program Student Learning Outcomes:

**OUTCOME 1:** Acquire the entry-level skills to work in a variety of venues related to the legal profession or the California court system. The certificate is designed for students seeking employment in a law office, the court services division of the state courts, or in a variety of other legal settings. The coursework provides the student with a basic knowledge of law office procedures, English, legal terminology, and MS word applications. This coursework is necessary for employment as a Legal Administrative Assistant.

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[http://www.curricunet.com/Cypress/reports/program\\_report.cfm?programs\\_id=1207](http://www.curricunet.com/Cypress/reports/program_report.cfm?programs_id=1207)