

Legal Administrative Assistant Office Occupations

Accounting Services/Business Financial Management



Pre-requisite

Completion of
Customer Service Representative Program

Office Occupations Program

Legal Administrative Assistants work in legal offices preparing legal documents such as complaints, motions, summons, responses, and subpoenas under the supervision of attorneys or paralegals. They also may review legal journals and assist with legal research by verifying quotes or citations in legal briefs.

Legal Administrative Assistants must be able to perform all office duties including transcribing and formatting legal documents and business correspondence, filing, and law library maintenance. Public relations and customer service skills are critical components for those entering this fast-paced career, as is the ability to organize and plan office work and exercise leadership skills that make the modern employer-employee relationship a pleasant and successful experience.

Low Cost Training

Customer Service Representative

18 weeks/540 hours

Customer Service Representative
Certificate

10-key Calculator

Microsoft Word

Business Communications

Introduction to Computer/Speed Drills

Legal Administrative Assistant

36 weeks/1080 hours

\$1,375 + books

Microsoft Excel

Proofreading

Advanced Proofreading/Machine

Transcription

Business Publications

Computer Applications

Legal Office Practice

Elective





Legal Administrative Assistant
Upfront cost to enroll: \$1,375
Total cost of the program: \$1,907
36 week program (1080 hours)



Receipt #: _____ \$ _____
Date Registered: _____ Phone #: _____
Reading Score: _____ Math Score: _____

Social Security #: _____

Last Name: _____ First Name: _____

Start Date: _____ End Date: _____

Blocks	Morning Class (8:30 – 11:30)	Afternoon Class (12:00 – 3:00)
<i>Block 1</i>	<i>Speed Drills</i> Room 213 No Book	<i>Ten Key/Calculators Printing Display</i> Room 208 Book Cost: \$37
<i>Block 2</i>	<i>Introduction to Computers</i> <i>(Microsoft Office 2003: Essentials Course)</i> Room 209 Book Cost: \$62	<i>Business Communication</i> <i>Alphabetic Indexing Rules & Basic English Review</i> <i>(Eighth Edition)</i> Room 206 Book Cost: \$83
<i>Block 3</i>	<i>Computer Applications</i> <i>(Microsoft Word 2007: Comprehensive)</i> Room 207 Book Cost: \$57	<i>Customer Service</i> <i>Working Smart (Third Edition)</i> <i>Hey, I'M The Customer</i> Room 205 Book Cost: \$66
<i>Block 4</i>	<i>Proofreading/Communications Skills for the</i> <i>Processing of Words</i> Room 206 Book Cost: \$44	<i>Computer Applications</i> <i>(Microsoft Excel 2007: Comprehensive)</i> Room 207 Book Cost: \$59
<i>Block 5</i>	<i>Transcription</i> <i>Machine Transcription & Dictation</i> Room 206 No book	<i>Computer Applications</i> <i>(Microsoft Power Point 2007: Comprehensive)</i> Room 207 Book Cost: \$30
<i>Block 6</i>	<i>Legal Office Practice</i> <i>Legal Office Procedures (Seventh Edition)</i> Room 208 Books: \$66	<i>Business Publications</i> <i>HTML 4.0 Fundamentals</i> Room 207 Book Cost: \$28
Total cost of books		\$532

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Charles A. Jones Career & Education Center
 5451 Lemon Hill Avenue, Sacramento, CA 95824
 (916) 433-2600 Ext. 1000 www.CAJ.edu
Nancy Compton, Principal; Brant Choate, Assistant Principal
Office Hours
 8:00 AM—6:30 PM Monday-Thursday
 8:00 AM—4:00 PM Friday

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