



Career and Corporate Training
Pierpont Community & Technical College
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Fairmont, WV 26554

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Legal Office Administration

Effective October 2025

Description

Pierpont's Career and Corporate Training Office is excited to offer Legal Office Administration training. This certificate program prepares you for administrative support positions in law offices, legal clinics, and court systems. You'll learn the specialized clerical and organizational skills needed to support attorneys and paralegals without providing legal advice or performing paralegal duties. From managing legal files to scheduling court dates and preparing documents, this hands-on course teaches the essential office functions that keep legal practices running efficiently.

Schedule

6 in-person sessions with online work throughout the duration of the program.

Training cost:

\$500.00

Financial Aid

Financial aid may be available for this course. Please see our website for details.

Minimum Requirements:

There are no prerequisites for this course.

Course Materials & Supplies

All materials and supplies are included in the cost of training.

Certification

Students who complete and pass the course with attention to deadlines and regular attendance will receive their certificate from Pierpont Community & Technical College's Career & Corporate Training Program.

Education that Works!

Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution

Accommodations Statement:

If you have or had an IEP or 504 Plan in high school or if you think you have a disability that might interfere with your completion of this class, contact Pierpont's Support Services for information about possible accommodations at access@pierpont.edu or 304-534-7878.

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