Legal Assistant

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335

Dean of Instruction, Career Education & Categorical Programs (951) 639-5352

Degree(s)
Transfer: None
Non-Transfer:
A.S. in Legal Assistant 6866 AS.LEG
(with General Education Requirements Option A)

Certificate(s)
Certificate in Legal Assistant 22141 CT.LEG
Employment Concentration Certificate(s)
Legal Office Support 99999 ECC.LEG.LOS

Program Description
The non-transfer Certificate/Associate in Science (A.S.) degree program in Legal Assistant studies is designed to prepare students for a paraprofessional career in generalized or specialized areas of paralegal services. This program provides the student with the theoretical knowledge and practical skills necessary to enter the job market as a legal assistant in private law offices, government agencies or corporations. A legal assistant works under the direction of an attorney in performing legal services to meet the client’s needs. The Associate in Science degree provides students with the educational foundation helpful for transfer to a baccalaureate pre-law program or related field of study.

Although most employers do not require certification, earning a voluntary certification from a professional society may offer advantages in the labor market. The National Association of Legal Assistants (NALA), for example, has established standards for certification requiring a combination of education and experience. Paralegals who meet those standards are eligible to take a two-day examination given by NALA. Those who pass the exam will earn a Paralegal Certification.

Learning Outcomes

• Conduct legal and non-legal research using correct legal methods.
• Explain the theoretical foundation of the legal environment to understand the legal system.
• Analyze information and legal considerations to assist the attorney in decision-making and advise to clients.
• Draft commercial documents, agency filings, court pleadings and agreements using correct formatting and editing skills.

Degree
Non-Transfer Degree
Legal Assistant

In addition to the 27 units of the certificate program in Legal Assistant, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Legal Assistant.

Certificate
Certificate in Legal Assistant (27 units)

Core Courses (18 units)

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<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>LEG-100</td>
<td>Foundations of the Legal System</td>
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<tr>
<td>LEG-104</td>
<td>Law Office Management</td>
<td>3</td>
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<td>LEG-105</td>
<td>California Civil Procedure</td>
<td>3</td>
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<tr>
<td>LEG-107</td>
<td>Research and Writing for Legal Assistant</td>
<td>3</td>
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<td>LEG-112</td>
<td>Administrative Law</td>
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<td>LEG-160</td>
<td>Business Organizations</td>
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Elective Courses (9 units)

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<td>LEG-103</td>
<td>Elder Law</td>
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<td>LEG-124</td>
<td>Immigration Law</td>
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<td>LEG-134</td>
<td>Family Law</td>
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<td>LEG-140</td>
<td>Bankruptcy Law</td>
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<tr>
<td>LEG-149</td>
<td>Occupational Internship: Legal Assistant</td>
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<tr>
<td>LEG-150</td>
<td>Probate Law and Procedures</td>
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Transfer Preparation
MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access www.assist.org, review the MSJC catalog and meet with a counselor to expedite their transfer plan.

Career Opportunities

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: www.onetonline.org)

Non-Transfer Degree
Paralegal, Legal Assistant
EMPLOYMENT CONCENTRATION

Legal Office Support (12 units)

**Required Courses (9 units)**

- CAPP-127 Using Microsoft Word 3 units
- LEG-100 Foundations of the Legal System 3 units
- LEG-104 Law Office Management 3 units

**Elective Courses (3 units)**

- BADM-201 Legal Environment of Business 3 units
- LEG-103 Elder Law 3 units
- LEG-105 California Civil Procedure 3 units
- LEG-134 Family Law 3 units