***Legal Studies:*** *Associate in Science – Non-Transfer*

If you’re interested in being a part of an exciting profession that impacts every area of our lives, then becoming a legal assistant is the right career for you.  But what does a legal assistant, or paralegal, do? Basically, they help the attorneys they work for keep things organized and on track by doing important legal tasks. This can include assisting attorneys during trials, organizing and managing case files, performing legal research, preparing legal briefs, filing legal documents, and conducting client and witness interviews. The legal assistant program will challenge you intellectually and provide you with the skills needed to work in this exciting field.

***Please see a Pathways Counselor:*** Create an education plan customized to meet your needs. [Contact a Counselor](https://www.msjc.edu/hub/)

Transfer Majors/Award Focus

* Legal Studies, A.S.
* Legal Studies, Certificate

GE Pattern/Units

* GE Pattern: Option A
* Total Units: 60

**Program maps** indicate the major coursework and recommended general education courses to fulfill your degree in 2 years (approximately 15 units/semester or 30 units/year). If you are a part-time student, start Semester 1 courses and follow the course sequence. Some of the courses listed may be substituted by another course. Please view these options in the official course [catalog](https://catalog.msjc.edu/instructional-programs/).

***Semester 1 16 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | LEG 100 | Foundation of the Legal System | 3 |
| ⬜ | LEG-505 | California Civil Procedure | 3 |
| ⬜ | CSCR-502 or  HS-121 | Personal Success Habits of Highly Effective People or  Healthful Living | 3 |
| ⬜ | ENGL 101 | English Composition | 4 |
| ⬜ | COMM-100 | Public Speaking | 3 |

***Semester 2 15 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | LEG-507 | Research and Writing for Legal Assistant | 3 |
| ⬜ | ANTH-101 | Physical Anthropology | 3 |
| ⬜ | HIST-112 | U.S. History Since 1865 | 3 |
| ⬜ | LEG-560 | Business Organization | 3 |
| ⬜ | MATH-140 | Introduction to Statistics | 3 |

Career Options

Paralegals and Legal Assistants (C, A, B)

Title Examiners, Abstractors, and Searchers (SM, C, B)

Legal Secretaries (SM, A, B)

Find more careers: [msjc.emsicc.com](http://msjc.emsicc.com)

Required Education: SM: some college; C: Certificate; A: Associate, B: Bachelor’s, M: Master’s; D: Doctorate

Financial Aid

Financial aid is determined by the number of credit hours you take in a semester. Maximize your financial aid by taking 12-15 units per semester.

***Semester 3 14 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | LEG-524 | Immigration Law | 3 |
| ⬜ | LEG-534 | Family Law | 3 |
| ⬜ | LEG-549 or  CWE-549 | Cooperative Work Experience: Legal Studies or  General Work Experience | 2 |
| ⬜ | AJ-101 | Criminal Law | 3 |
| ⬜ | LIT-280 | Multiethnic Literature | 3 |

***Semester 4 15 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| ✔ | COURSE | TITLE | UNIT |
| ⬜ | LEG-512 | Administrative law | 3 |
| ⬜ | LEG-503 | Elder Law | 3 |
| ⬜ | AJ-103 | Criminal Evidence | 3 |
| ⬜ | AJ-111 or  AJ-515 | Criminal Procedures or  Introduction to Probation and Parole | 3 |
| ⬜ | ANTH-102 | Cultural Anthropology | 3 |

Work Experience

Sign up for a special project or internship opportunity. Gain [work experience](https://msjc.edu/careereducation/cwee/index.html) and earn credits.