



Business, Law, and Information Technology Career and Academic Pathways (CAPs) Program Map: Skills Certificate for Legal Office Assistant

Total number of units: 9 units

Top Code/Academic Plan: 1402.00

Updated on July 6, 2021

Semester 1	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 001	Business Law I	3	There are no pre-requisites to this course. LAW 001 is a core course, or satisfies requirements, for several degrees, including: Accounting AA Degree; Business Administration AS Degree for Transfer; Business Management AA Degree; and Law Public Policy and Society AA Degree for Transfer. LAW 001 is a core course for many certificates of achievement, including: Accounting, Administration of Justice/Law, Enrolled Agent, Executive Legal Assistant, International Law and Public Policy, Legal Support Professional, and part of many other certificates.	This course is offered every semester, including Summer and Winter intersessions. The course is available face-to-face and online.
Program Course	CIS 101	Introduction to Computers and Their Uses	3	There are no pre-requisites to this course. CIS 101 is a core course for degrees in Accounting, Business Administration for Transfer, Business Management, Computer Science Information Technology, and Marketing, as well many certificates.	This course is offered every semester, including Summer and Winter intersessions. The course is available face-to-face and online.

Total Units 6

Semester 2	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 002	Business Law II	3	There are no pre-requisites to this course. LAW 002 is required by some 4-year universities before transfer into their programs. LAW 002 is transferrable to UC and CSU, and many 4-year Business programs require completion of LAW 002 or comparable course, for a bachelor degree; therefore students should consider completing the course at ELAC. Check with a counselor for more information.	This course is offered regularly every semester, including Summer and Winter intersessions. The course is available face-to-face and online.

Total Units 3

Degree Path and Requirements:

Completion of this certificate sets students on a Legal Employment Pathway to prepare them to enter the workforce as legal office support employees in law firms, government offices and law-related industries. This certificate serves as a pathway for those students seeking to further enhance their skills and career in legal and law-related fields.

By completing this certificate, students will complete a significant number of the courses required for the following additional credentials: Executive Legal Assistant Certificate of Achievement; International Law and public Policy Certificate of Achievement; and Legal Support Professional Certificate of Achievement. For example, students completing this skills certificate can simply:

- Add BUS 001, and ACCTG 001 to earn the Certificate of Achievement in Executive Legal Assistant
- Add COMM 104, ENGLISH 101, and LAW 8 to earn the Certificate of Achievement in Legal Support Professional
- Add LAW 021, ECON 011, and LAW 026 to earn the Certificate of Achievement in International Law and Public Policy

By completing the certificates of achievement (above), students will complete a significant number of courses required for the following College Associate Degrees. For example:

- Executive Legal Assistant Certificate of Achievement – Add 6 courses to earn the Associate of Arts Degree in Accounting
- Executive Legal Assistant Certificate of Achievement – Add 4 courses to earn the Associate of Science Degree for Transfer in Business
- Legal Support Professional Certificate of Achievement – Add 5 courses to earn the Associate of Arts Degree for Transfer in Law, Public Policy and Society

Dual Degrees are available after starting with the Legal Office Assistant Skills Certificate. The multi-disciplinary nature of the Law Pathways enables students to complete dual degrees while at ELAC, which sets students apart from other 4-year university transfer and career job applicants who have only one degree, when applying for top transfer universities and employment opportunities.

- Legal Support Professional Certificate of Achievement – Add 7 courses to earn Dual Degrees simultaneously with the Associate of Arts Degree for Transfer in Law, Public Policy and Society combined with: Accounting, Administration of Justice, Business, Political Science, and others. Check with a counselor for more information on the numerous options in the Dual Degree Program Pathway.

Department Advising Notes:

This certificate can be completed in one semester, or across multiple semesters, depending on a student's preference or circumstances. There are no

prerequisites for the Law course in this skills certificate, so students may take LAW 001 and LAW 002 simultaneously.

Students interested in learning more about careers in legal and law related fields are encouraged to join the Law Society ELAC student club. The club regularly hosts guest speakers and connects students with resources, field trips and hands-on learning experiences. You can reach the Law Society ELAC student club at their [email](#) or contact the ASU for more information.

This certificate gives the student basic knowledge and skills necessary to assist in modern computerized office operations of law firms, government offices and law-related businesses, together with a fundamental understanding of the legal system indispensable to supporting the functions of legal environment office operations. These courses provide students with basic knowledge of professional office computer systems, combined with an understanding of the legal system and basic knowledge of legal practices and procedures.

Career and Transfer Opportunities

This certificate prepares students for entry level positions for careers in law firms, government offices, corporations and non-profit organizations, and law related industries. This certificate also sets students on a pathway to transfer to 4-year universities.

One of the courses, LAW 001, meets a requirement of several ELAC degrees, including: Law, Public Policy and Society A.A. degree for transfer, Accounting A.A. degree and Business A.S. degree for transfer.

Youtube Videos

[Paralegal](#)

Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

Prerequisite Course

A specific course that must be completed before advancing to the next course.

Check the online catalog at elac.edu for the latest and most accurate information.

Contact

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