



Business, Law, and Information Technology Career and Academic Pathways (CAPs) Program Map: Certificate of Achievement for International Law and Public Policy Administration

Total number of units: 18 units

Top Code/Academic Plan: 0508.90

Updated on May 4, 2022

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. This course is CSU and UC transferrable. This course satisfies Accounting AA Degree; and Business Administration AS Degree for Transfer; and Business Management AA Degree; and Law Public Policy and Society AA Degree for Transfer requirements. 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.	CIS 101 is offered every semester, including Summer and Winter intersessions. CIS 101 is available face-to-face and online.

Total Units 6

Semester 2	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 002 or LAW 931	Business Law II or Cooperative Education - Law	3	There are no pre-requisites to these courses. 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. LAW 931 is an elective core course for the Law Public Policy and Society AA Degree for Transfer.	LAW 002 is offered every semester, including Summer and Winter intersessions. LAW 002 is available face-to-face and online. LAW 931 is for students working in a paid position or completing an internship in a Law, Government, Regulatory, or Law-Related field. Notify the Business Department and request LAW 931 course credit if you will be employed in a Law or Government related position.
Program Course	LAW 021	International Public Law	3	LAW 021 is a required Core course for the International Law and Public Policy Certificate of Achievement.	LAW 021 is offered every other semester – Spring.

Total Units 6

Semester 3	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 026 or INT BUS 001	International Law of Business and Commerce or International Trade	3	Either LAW 026 or INT BUS 001 satisfies a required Core course area (International Business) for the International Law and Public Policy Certificate of Achievement.	LAW 026 is offered every other semester – Fall. INT BUS 001 is offered every other semester – typically Spring – occasionally online.
Program Course	ECON 011 or POL SCI 002	Economics of Globalization or Modern World Governments	3	Either ECON 011 or POL SCI 002 satisfies a required Core course area (Global Social Relations) for the International Law and Public Policy Certificate of Achievement.	ECON 011 is offered every other semester – typically Fall – occasionally online. POL SCI 002 is offered every other semester – typically Spring.

Total Units 6

Degree Path and Requirements:

Completion of this certificate serves as a pathway for those students seeking to further enhance their skills and career in international public service,

global relations, legal, law- related and international business and trade fields.

By completing this certificate, students will have also completed the Legal Office Assistant Skills Certificate.

Students completing this certificate are on the pathway to complete the Associate Arts Degree for Transfer in Law, Public Policy and Society. For example, students will have completed LAW 001 which fulfills a required core course requirement. Students who complete this certificate by taking LAW 931 will have also met one of two elective course requirements for the degree.

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#). Students can apply for certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check with [financial aid](#) for eligibility.

Department Advising Notes:

All of these courses are CSU transferable.

There are no prerequisites for the Law courses required, so students may take LAW 001, LAW 002, LAW 021, LAW 026 and LAW 931 simultaneously if desired.

Students interested in learning more about careers in legal, international relations, global business 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.

Program Description

The certificate provides students the skills necessary to engage in international relations, manage the business aspects of an international law, business or government office, together with a fundamental understanding of the international legal system and the global community. This knowledge will prepare students to perform roles supporting attorneys, diplomats, business executives, civil service officials, regulators and other legal professionals in international law related industries. Students will gain basic knowledge of professional office computer systems combined with an understanding of the international legal system, global public policy and relations, and basic knowledge of international law-related industries including government, business, nonprofit, regulatory, legal and international trade.

Career and Transfer Opportunities

International trade in the global economy is growing and the Port of Los Angeles is the busiest container port in the United States and together with the Port of Long Beach makes Southern California the largest gateway for U.S. imports. This certificate prepares students to work as an Executive Administrative Assistant in international law-related industries including government, business, nonprofit, regulatory, legal and international trade fields; in addition to preparing the student to work in the legal profession as an Executive Legal Assistant in a private law firm, government agency, regulatory or law enforcement organization, assisting attorneys in the administration and management of business operations, and the practice of law. This curriculum prepares students to perform essential international relations and global policy support functions, manage international law, business or government office operations and provide support and assistance to professionals in functions related to international law, policy, relations and business.

Examples of job titles for these support positions include, "Office Manager", "International Relations Aide", "Civil Foreign Service Specialist Support Staff", "Paralegal", "Legal Assistant" and/or "Administrative Assistant." Paralegals and legal assistants in Los Angeles earn an annual average salary of \$63,390 (data provided by the U.S. Bureau of Labor Statistics).

See above discussion of transfer opportunities.

Visit the [Transfer Center](#) for transfer information, which varies based on transfer college. Make an appointment with a [counselor](#). Students can visit [Career and Job Services](#) for career counseling and further exploration. For additional resources, students pursuing a certificate can visit the [American Job Center of California](#) on ELAC main campus.

Youtube Videos

[Changing the World: Joining the Foreign Service](#)

[International Business](#)

[Representing America in a Career That Matters](#)

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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