



Business, Law, and Information Technology Career and Academic Pathways (CAPs) Program Map: Certificate of Achievement for Legal Support Professional

Total number of units: 18 units

Top Code/Academic Plan: 1402.00

Updated on May 2, 2022

Semester 1	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 001	Business Law I	3	<p>There are no pre-requisites to this course.</p> <p>LAW 001 satisfies a core requirement for the Law Public Policy and Society AA Degree for Transfer; and other degrees including: Accounting AA Degree; Business Administration AS Degree for Transfer; Business Management AA Degree.</p> <p>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.</p>	<p>This course is offered every semester, including Summer and Winter intersessions.</p> <p>The course is available face-to-face and online.</p>
Program Course	CIS 101	Introduction to Computers and Their Uses	3	<p>There are no pre-requisites to this course.</p> <p>CIS 101 satisfies core requirements for degrees in Accounting, Business Administration for Transfer, Business Management, Computer Science Information Technology, and Marketing, as well as many certificates.</p>	<p>This course is offered every semester, including Summer and Winter intersessions.</p> <p>The course is available face-to-face and online.</p>
Program Course	ENGLISH 101	College Reading and Composition I	3	<p>ENGLISH 101 satisfies a core requirement for the Law Public Policy and Society AA Degree for Transfer.</p> <p>The course is also an IGETC and CSUGE transfer course.</p> <p>This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under "Class Search Type" as "Zero Textbook Cost" or "Low-Cost Textbook Classes."</p>	<p>This course is offered every semester, including Summer and Winter intersessions.</p> <p>The course is available face-to-face and online.</p> <p>This course has sections that are part of the Honors Program. Check the current catalog for the section number(s). To apply for admission to the Honors Program, please visit the ELAC Counseling Center. For additional information about the Honors Program, please visit the ELAC Honors Program website or contact Dr. Bermudez at bermudn@elac.edu.</p>

Total Units 9

Semester 2	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 002 or LAW 931	Business Law II or Cooperative Education-Law	3	<p>There are no pre-requisites to these courses.</p> <p>LAW 002 is required by some 4-year universities before transfer into their programs.</p> <p>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.</p> <p>Check with a counselor for more information.</p> <p>LAW 931 is an elective core course for the Law Public Policy and Society AA Degree for Transfer.</p>	<p>LAW 002 is offered every semester, including Summer and Winter intersessions.</p> <p>The course is available face-to-face and online.</p> <p>LAW 931 is for students working in a paid position or completing an internship in a Law, Government, Regulatory, or Law-Related field.</p> <p>Notify the Business Department and request Law 931 course credit if you will be employed in a Law or Government related position.</p>

Semester 2	Course Code	Course	Units	Notes	Advising Notes
Program Course	COMM 104 or PHILOS 006	Argumentation and Debate or Logic in Practice	3	<p>COMM 104 satisfies two core requirements for the Law Public Policy and Society AA Degree for Transfer.</p> <p>The course satisfies two different required areas – either Oral Communication or Critical Thinking.</p> <p>PHILOS 006 satisfies a core requirement for the Law Public Policy and Society AA Degree for Transfer.</p> <p>The course satisfies a required area – Critical Thinking.</p> <p>Students may take both courses and satisfy two of the eight required core areas for the Law Public Policy and Society AA Degree for Transfer – Oral Communication and Critical Thinking.</p>	<p>These courses are offered every semester, including Summer and Winter intersessions.</p> <p>PHILOS 006 is available face-to-face and online.</p>

Total Units 6

Semester 3	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 008	Law and Society	3	<p>There are no pre-requisites to this course.</p> <p>This course is UC/CSU transferable.</p> <p>LAW 008 satisfies a core requirement for the Law Public Policy and Society AA Degree for Transfer.</p> <p>The course satisfies a degree required area – Understanding the Law.</p>	<p>This course is offered every semester.</p>

Total Units 3

Degree Path and Requirements:

Completion of this Certificate of Achievement 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 have also completed the Legal Office Assistant Skills Certificate.

Students completing this certificate are on the pathway to complete the required core curriculum for the Associate Arts Degree for Transfer in Law, Public Policy and Society with just a few additional classes.

Department Advising Notes:

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.

This certificate can be completed in two or more semesters, depending on a student's preference or circumstances. There are no prerequisites for the Law courses required, so students may take LAW 001, 002 and/or 008 simultaneously if desired.

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.

Program Description

The program is designed to prepare students for a direct pathway to employment in a support capacity in the legal profession as a paralegal, legal secretary, legal assistant, office assistant, court clerk and/or legal office manager, court clerk or courthouse administrator, in a private or public law-related office environment, as well as develop critical thinking, analytical, and writing skills in preparation for the Law School Admissions Test (LSAT) exam for those who wish to pursue a law degree.

Career and Transfer Opportunities

This certificate prepares students for support positions in law firms, government offices, corporations and non-profit organizations, and law related industries. Examples of job titles for these support positions include "Legal Secretary", "Office Manager", "Paralegal", "Legal Assistant", "Administrative Assistant", "Title Examination Clerk" and/or "File Clerk." Legal support workers in Los Angeles earn an average annual salary of \$61,280, with paralegals and legal assistants earning \$63,390 (data provided by the U.S. Bureau of Labor Statistics).

This certificate also sets students on a pathway to transfer to 4-year universities, as described above.

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

[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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