

## *Legal Studies Certificate*

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](#)

### **Transfer Majors/Award Focus**

- Legal Studies, A.S.
- Legal Studies, Certificate

### **GE Pattern/Units**

- GE Pattern: Option N/A
- Total Units: 27



**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](#).

### **Semester 1**

**12 Units**

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	LEG-100	Foundation of the Legal System	3
<input type="checkbox"/>	LEG-505	California Civil Procedure	3
<input type="checkbox"/>	LEG-507	Research and Writing for Legal Assistant	3
<input type="checkbox"/>	AJ-101 or AJ-103 or AJ-111 or AJ-515	Legal Studies Major Elective	3

### **Semester 2**

**15 Units**

✓	COURSE	TITLE	UNIT
<input type="checkbox"/>	LEG-512	Administrative Law	3
<input type="checkbox"/>	LEG-534	Family Law	3
<input type="checkbox"/>	LEG-560	Business Organizations	3
<input type="checkbox"/>	LEG-524	Immigration Law	3
<input type="checkbox"/>	LEG-549 or CWE-549 or AJ-101 or AJ-103 or AJ-111 or AJ-515	Cooperative Work Experience: Legal Studies or General Work Experience or Criminal Law or Criminal Evidence or Criminal Procedures or Introduction to Probation and Parole	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