The legal assistant works under the supervision of an attorney and aids in preparing pleadings and other documents, obtains information for client interview, maintains complex calendar systems and manages the law office.

The Legal Assisting degree offered by ARC prepares the student for an entry-level position in full compliance with California law. It includes an introduction to the theory of law, the litigation process, and the law library. It is not a pre-law program, nor does it prepare the student to become an attorney. Legal assisting courses are taught by practicing attorneys and working legal assistants.

**Career Opportunities**

Employment is brightest for those who have a combination of course work and job experience in a law office or a degree.

According to a study done by the Bureau of Labor Statistics, the need for paralegal personnel is expected to continue in the years ahead.

Salaries for legal assistants vary greatly depending upon the size of the laws firm and the assistant’s experience and level of responsibility. However, wages are generally quite good, even for entry-level positions.

**Requirements for Degree Major:**

<table>
<thead>
<tr>
<th>Core Requirements:</th>
<th>Units</th>
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<tbody>
<tr>
<td>LA 300</td>
<td>3</td>
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<tr>
<td>LA 310</td>
<td>3</td>
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<td>LA 312</td>
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<td>LA 314</td>
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<td>LA 320</td>
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<tr>
<td>LA 321</td>
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</tbody>
</table>

**General Education Graduation Requirements:**

To satisfy the Legal Assisting Degree requirements students must also successfully complete the general education graduation requirements for an A.A. degree. The general education courses must include a minimum of 18 semester units of academic general education with courses from at least three major disciplines and must include ENGWR 300. Students should check with a counselor for appropriate courses.

<table>
<thead>
<tr>
<th>Concentration Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>12 units from the following:</td>
<td></td>
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<tr>
<td>LA 310</td>
<td>3</td>
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<tr>
<td>LA 312</td>
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<td>LA 314</td>
<td>3</td>
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<td>LA 320</td>
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<tr>
<td>LA 321</td>
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</tbody>
</table>

**LA 300  Introduction to the Law and Legal Assisting  3 Units**

Formerly: LA 10
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory course to the American legal system; its history and function. It provides an overview of several important areas of law such as torts and crimes and the legal assistant’s role in the system.

**LA 310  Civil Procedures and Litigation  3 Units**

Formerly: LA 11
Prerequisite: None
Corequisite: LA 312 or 314.
Advisory: ENGWR 300 or ESLW 340.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the California legal system with emphasis on understanding the practical aspects of litigation and the proper procedures required by statutes and rules of court. The phases of California court procedure, including State and Federal constitutional limitations, jurisdiction, venue, pleadings, and motions will be covered. The course also includes the forms by which matters are submitted to the court system from pre-litigation through appeals.
This course is designed to familiarize the legal assistant with administrative law and procedure in general with specific emphasis on California law and procedure.

**LA 334 Criminal Law and Procedure 3 Units**
Formerly: LA 23
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course provides the paralegal with a background in both substantive crimes and criminal procedure. It includes a detailed study of the operation of the criminal justice system, from arrest and filing of charges through trial, conviction and appeal.

**LA 340 Techniques of Interview 1 Unit**
Formerly: LA 22
Prerequisite: LA 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course provides general background information about basic communication and relates this information to the skills used by a legal assistant in interviewing clients and witnesses.

**LA 342 Evidence 3 Units**
Formerly: LA 24
Prerequisite: None
Advisory: LA 310.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to familiarize the legal assistant with the rules for the admission of evidence in federal and state courts.

**LA 350 Law Office Management 3 Units**
Formerly: LA 25
Prerequisite: LA 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the legal assistant’s role in law office management. Law office accounting, time and records management and communication skills are examined. Legal ethics, career development and coping with stress are also discussed.

**LA 360 Corporations Law 3 Units**
Formerly: LA 26
Prerequisite: None
Advisory: LA 300; ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 340 or ESLW 340.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces the legal assistant to corporation terminology and legal requirements governing corporations.

**LA 362 Estate Planning and Probate Procedure 3 Units**
Formerly: LA 27
Prerequisite: LA 300 and 320 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to estate planning and the manner in which property may be held and ways it can be transferred. Testate and intestate probate procedures will also be included.

**LA 364 Landlord Tenant Law 3 Units**
Formerly: LA 28
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the most common types of landlord-tenant disputes. Litigation and non-litigation matters covered.
LA 366  Basic Bankruptcy Law  3 Units
Formerly: LA 9
Prerequisite: None
Advisory: Legal Assisting 332; ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course serves as a basic primer related to the practical aspects of representing debtors or creditors within the bankruptcy system.

LA 368  Workers' Compensation Law  3 Units
Formerly: LA 30
Prerequisite: None
Advisory: LA 300 and LA 312.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides an overview of the Workers' Compensation Law in California. The focus will be on the procedural aspects of handling a Workers' Compensation claim from both the applicant's side and the defense side.

LA 497  Internship in Legal Assisting  2-4 Units
Formerly: LA 48
Prerequisite: LA 300, 310, and 320 with a grade of "C" or better.
Corequisite: Maintain a minimum of seven (7) units.
Course Transferable to CSU
Hours: 18 hours LEC; 225 hours LAB
This is a course of supervised work experience in law firms or public agencies available to legal assisting students. May be taken twice for credit for a maximum of 4 units.