Legal Assisting

Degree: A.A. - Legal Assisting
Area: Behavioral & Social Sciences
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Phone: (916) 484-8283
Counseling: (916) 484-8572

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 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 law firm and the assistant’s experience and level of responsibility. However, wages are generally quite good, even for entry-level positions.

General Education Graduation Requirements: Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses must be taken from at least three major disciplines and must include ENGWR 300 or its equivalent. See ARC graduation requirements.

Requirements for Degree Major 30 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>LA 300</td>
<td>3</td>
</tr>
<tr>
<td>LA 310</td>
<td>3</td>
</tr>
<tr>
<td>LA 312</td>
<td>3</td>
</tr>
<tr>
<td>LA 314</td>
<td>3</td>
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<tr>
<td>LA 320</td>
<td>3</td>
</tr>
<tr>
<td>LA 321</td>
<td>2</td>
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<td>and 12 units from the following:</td>
<td></td>
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<tr>
<td>LA 330</td>
<td>3</td>
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<tr>
<td>LA 332</td>
<td>3</td>
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<tr>
<td>LA 334</td>
<td>3</td>
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<tr>
<td>LA 340</td>
<td>1</td>
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<tr>
<td>LA 342</td>
<td>3</td>
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<tr>
<td>LA 350</td>
<td>1</td>
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<td>LA 360</td>
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<td>LA 362</td>
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<td>LA 364</td>
<td>3</td>
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<td>LA 366</td>
<td>3</td>
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<tr>
<td>LA 368</td>
<td>3</td>
</tr>
<tr>
<td>LA 497</td>
<td>2-4</td>
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</tbody>
</table>

Recommended Electives

ACCT 101, 301, 311; BUS 340; CISA 305, 306, 320, 321, 350, 351; CISC 305; ENGWR 342; POLS 301
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 300</td>
<td>Introduction to the Law and Legal Assisting</td>
<td>3</td>
</tr>
<tr>
<td>LA 310</td>
<td>Civil Procedures and Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LA 312</td>
<td>Torts and Personal Injury</td>
<td>3</td>
</tr>
<tr>
<td>LA 314</td>
<td>Contract Law for Legal Assistants</td>
<td>3</td>
</tr>
<tr>
<td>LA 320</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LA 321</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>LA 330</td>
<td>Family Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LA 332</td>
<td>Administrative Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LA 334</td>
<td>Criminal Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LA 340</td>
<td>Techniques of Interview</td>
<td>1</td>
</tr>
<tr>
<td>LA 342</td>
<td>Evidence</td>
<td>3</td>
</tr>
<tr>
<td>LA 350</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
</tbody>
</table>

This course is a continuation of LA 320. It includes the application of research methods to gather information which may be used in a variety of written products. Information will be synthesized into various documents typically used in the law office. Documents created may include interoffice memoranda, court briefs, and letters to clients.

Prerequisite: LA 300 with a grade of “C” or better.

Advisory: LA 320.

Course Transferable to CSU

Hours: 54 hours LEC

This course is designed to familiarize the legal assistant with California Family Law relating to dissolution procedures, property issues and non-marital relationships. Legal procedures, preparation of necessary forms and their significance will be emphasized.

Prerequisite: None

Advisory: LA 300.

Course Transferable to CSU

Hours: 54 hours LEC

This course is designed to familiarize the legal assistant with administrative law and procedure in general with specific emphasis on California law and procedure.

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.

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.

Prerequisite: LA 300

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.

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.
Legal Assisting

**LA 360  Corporations Law**  3 Units
Formerly: LA 26
Prerequisite: None
Advisory: LA 300; ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 103 or placement through assessment process.
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 29
Prerequisite: None
Advisory: Legal Assisting 332; ENGW 102 or ENGW 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; 60-225 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.