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.

Requirements for Degree Major 30 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<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>
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<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>3</td>
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<tr>
<td>and 12 units selected from the following: LA 330, 332, 334, 340, 342, 350, 360, 362, 364, 366, 368 497</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Electives

AOC 101, 301, 311; BUS 340; CISA 305, 306, 320, 321, 350, 351; CISC 305; ENGWR 342; POLS 301

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.
This course provides the legal assistant with knowledge of basic contract principles, including formation, validity, defenses, rights of third parties, performance, breach, remedies and damages.

**LA 320  Legal Research**  3 Units  
Formerly: LA 14A  
Prerequisite: None  
Advisory: ENGWR 300 or ESLW 340.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to familiarize the legal assistant with the basic tools of legal research in both federal and California law, with emphasis on California materials. Location and use of primary and secondary sources will be studied. The elements of a court decision and how to brief a case will be studied.

**LA 321  Legal Writing**  3 Units  
Formerly: LA 14B  
Prerequisite: LA 320, and ENGWR 300 or ESLW 340 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
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.

**LA 330  Family Law and Procedure**  3 Units  
Formerly: LA 20  
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.

**LA 332  Administrative Law and Procedure**  3 Units  
Formerly: LA 21  
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.

**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  
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. Testament 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: LA 332; ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 103 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.