



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

Total number of units: 17 units

Top Code/Academic Plan: 1402.00

Updated on April 6, 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 is a core course, or satisfies requirements, for several degrees, including: Accounting AA Degree; Business Administration AS Degree for Transfer; Business Management AA Degree; and Law Public Policy and Society AA Degree for Transfer.</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 is a core course for degrees in Accounting; Business Administration for Transfer; Business Management; Computer Science Information Technology; and Marketing, as well 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>

Total Units 6

Semester 2	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 002	Business Law II	3	<p>There are no pre-requisites to this course.</p> <p>Some 4-year universities require LAW 002 completion 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, as part of a bachelor degree; therefore students should consider completing the course at ELAC. Check with a counselor for more information.</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	BUS 001	Introduction to Business	3	<p>There are no pre-requisites to this course.</p> <p>BUS 001 is a core course for the Business Administration AS for Transfer degree, Accounting AA degree, Business Management AA degree, and Marketing AA degree.</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>

Total Units 6

Semester 3	Course Code	Course	Units	Notes	Advising Notes
Program Course	ACCTG 001	Introductory Accounting	5	There are no pre-requisites to this course. ACCTG 001 is a core course for the Accounting AA degree, Business Administration AS for Transfer degree, and Business Management AA degree. 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."	This course is offered every semester, including Summer and Winter intersessions. The course is available face-to-face and online.

Total Units 5

Degree Path and Requirements:

Completion of this certificate sets students on a Legal Employment Pathway to prepare them to enter the workforce as legal office support employees in law firms, government offices and law-related industries. This certificate 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 complete a significant number of the courses required for the following additional credentials: International Law and public Policy Certificate of Achievement; and Legal Support Professional Certificate of Achievement. For example, students completing this Certificate of Achievement can simply:

- Add COMM 104, ENGLISH 101, and LAW 008 to earn the Certificate of Achievement in Legal Support Professional
- Add LAW 021, ECON 011, and LAW 026 to earn the Certificate of Achievement in International Law and Public Policy

By completing this certificate, students will complete a significant number of courses required for the following College Associate Degrees. For example:

- Add 6 courses to earn the Associate of Arts Degree in Accounting
- Add 4 courses to earn the Associate of Science Degree for Transfer in Business
- Add 5 courses to earn the Associate of Arts Degree for Transfer in Law, Public Policy and Society

Dual Degrees are available after completing this certificate. The multi-disciplinary nature of the Law Pathways enables students to complete dual degrees while at ELAC, which sets students apart from other 4-year university transfer and career job applicants who have only one degree, when applying for top transfer universities and employment opportunities.

Legal Support Professional Certificate of Achievement – Add 7 courses to satisfy requirements to earn Dual Degrees simultaneously with the Associate of Arts Degree for Transfer in Law, Public Policy and Society combined with other ELAC degrees, such as: Accounting, Administration of Justice, Business, Political Science, and others. Check with a counselor for more information on the numerous options in the Dual Degree Program Pathway.

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.

Department Advising Notes:

This Certificate of Achievement can be completed in two or more semesters, depending on a student's preference or circumstances. There are no prerequisites for any of the required courses so students have the flexibility, for example, to take LAW 001 and LAW 002 simultaneously.

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

This certificate is designed to give the student essential knowledge of the skills necessary to manage the business aspects of law and government office operations, together with a fundamental understanding of the legal system that is needed to support attorneys in the practice of law. These courses provide students with basic knowledge of professional office computer systems, accounting and management; combined with an understanding of the legal system and basic knowledge of legal practices and procedures.

Career and Transfer Opportunities

This certificate prepares students for supporting legal and administrative positions in law firms, government offices, corporations, nonprofit organizations, and law related industries. This certificate also sets students on a pathway to transfer to 4-year universities, as described in the degree path above.

Examples of job titles related to this certificate include "Paralegal", "Legal Assistant", "Administrative Assistant" and/or "File Clerk." Paralegals and legal assistants in Los Angeles earn an annual average salary of \$63,390 (data provided by the U.S. Bureau of Labor Statistics).

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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