

LEGAL ASSISTANT

DEGREES, CERTIFICATES AND AWARDS

Associate in Arts Degree (A.A.)

Certificate of Achievement

DESCRIPTION

The Associate in Arts (AA) degree and certificate program in Legal Assistant is designed to prepare students for a paraprofessional career in generalized or specialized areas of paralegal service. This program provides students with a strong foundation in communication skills and research. This program also provides students' with the theoretical knowledge and practical skills necessary to enter the job market as a legal assistant in private law offices, government agencies, or business corporations. The Associate in Arts (AA) degree program provides students with an educational foundation helpful for transfer to a baccalaureate pre-law program or related field of student. A legal assistant works under the direction of an attorney in performing legal services to meet the client's needs.

PROGRAM LEARNING OUTCOMES

1. Analyze legal cases, demonstrate expertise using terminology and technology required for work in the legal industry.
2. Demonstrate understanding of systems and procedures for administration of a law office.
3. Demonstrate a comprehensive working knowledge and understanding of legal research materials and tools.

ASSOCIATE DEGREE AND CERTIFICATE OF ACHIEVEMENT PROGRAMS

The Associate in Arts (AA) or the Associate in Science (AS) Degree involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including grades of C in all courses required for the major, and fulfillment of all IVC district requirements for the associate's degree along with all general education requirements. The degree provides a sound basis for transfer to upper division institutions for additional degrees or for higher vocational preparation. To be eligible to receive an Associate Degree the student must complete the requirements for the major, the District requirements for an Associate Degree, and the General Education requirements. In addition students must maintain a minimum grade point average and meet the minimum grade requirements of their program. Detailed information is available in the college catalog.

The Certificate of Achievement program is designed for students with personal or occupational goals who wish early employment. To qualify for the Certificate, a student must satisfy the following requirements: (1) complete all courses listed for a particular certificate.; (2) achieve a "C" average (2.0 GPA) for all courses used to complete the certificate; and, (3) file a Certificate Application form with Admissions and Records by the appropriate deadline(s) identified on the application.

CAREER OPPORTUNITIES

Of the career opportunities identified some will usually require the completion of degree requirements at 4-year colleges and universities.

- Legal Assistant

Employment Opportunities with:

- Public Agencies
- Business Corporation
- City Government
- Private Law Office
- State Government
- Federal Government

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at IVC. Please click on our Programs of Study link to view the information for each certificate program: <http://www.imperial.edu/courses-and-programs/programs-of-study/>

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree at Imperial Valley College may not be the same as those required for completing the major at a transfer institution offering a bachelor's degree. Students who plan to transfer to a four-year college or university should schedule an appointment with an IVC Counselor to develop a student education plan (SEP) before beginning their program.

Transfer Resources:

www.ASSIST.org – CSU and UC Articulation Agreements and Majors Search Engine

www.CSUMentor.edu – CSU System Information

www.universityofcalifornia.edu/admissions/index.html - UC System Information

www.aiccu.edu – California Independent Colleges and Universities, Association of

<http://wiche.edu/wue> - Western Undergraduate Exchange Programs

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: www.imperial.edu/students/financial-aid-and-scholarships/

LEGAL ASSISTANT

ASSOCIATE DEGREE PROGRAM

LEGAL ASSISTANT MAJOR – A.A. DEGREE

Twenty-seven (27.0) units required for the major.

ALL COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

I. Required courses for the major (21.0 units)

BUS	126	Business and the Legal Environment	3.0
LEGL	115	Legal Procedures	3.0
LEGL	116	Law Office Management	3.0
LEGL	117	Criminal Litigation and Procedures	3.0
LEGL	119	Procedures and Discovery	3.0
LEGL	120	Corporations	3.0
LEGL	121	Legal Research	3.0

II. Select six (6.0) units from the following:

LEGL	125	Real Estate Law for Legal Assistants (3.0)	6.0
LEGL	126	Wills, Trusts, Probate and Estate Administration (3.0)	
LEGL	127	Family Law (3.0)	
LEGL	128	Bankruptcy (3.0)	
LEGL	129	Torts (3.0)	
WE	201	Employment Readiness (1.0)	
WE	220	Internship (1.0-4.0)	

Total Major Units	27.0
IVC Graduation Requirements and GE Pattern:	30.0
Electives (as needed to reach 60 degree applicable units)	
Total Maximum Units:	60.0

CERTIFICATE PROGRAM

LEGAL ASSISTANT CERTIFICATE

Twenty-eight (28.0) units required for the certificate.

ALL COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

I. Required courses for the certificate (25.0 units)

BUS	126	Business and the Legal Environment	3.0
ENGL	110	Composition and Reading	4.0
LEGL	115	Legal Procedures	3.0
LEGL	116	Law Office Management	3.0
LEGL	117	Criminal Litigation and Procedures	3.0
LEGL	119	Procedures and Discovery	3.0
LEGL	120	Corporations	3.0
LEGL	121	Legal Research	3.0

II. Select three (3.0) units from the following:

LEGL	125	Real Estate Law for Legal Assistants (3.0)	3.0
LEGL	126	Wills, Trusts, Probate and Estate Administration (3.0)	
LEGL	127	Family Law (3.0)	
LEGL	128	Bankruptcy (3.0)	
LEGL	129	Torts (3.0)	
WE	201	Employment Readiness (1.0)	
WE	220	Internship (1.0-4.0)	

Total Certificate Units	28.0
Total Maximum Units:	28.0