

LEGAL STUDIES CERTIFICATE

If you're interested in being a part of an exciting profession that impacts every area of our lives, then becoming a legal assistant or paralegal is the right career for you. But what does a legal assistant, or paralegal, do? Basically, they help the attorneys they work for keep things organized and on track by doing important legal tasks. This can include assisting attorneys during trials, organizing and managing case files, performing legal research, preparing legal briefs, filing legal documents, and conducting client and witness interviews. The Legal Studies program will challenge you intellectually and provide you with the skills needed to work in this exciting field.

In the Legal Studies program, we study law to understand the foundation our society is built upon, the laws created to protect us, and the rules we are bound to respect. We learn to think critically about current legal issues and develop skills needed to work under the direction of an attorney. According to the Department of Labor, as more people will require additional legal services, the demand for paralegals is expected to grow faster than the average for all occupations through 2024. Also, if you already have an Associate's or Bachelor's degree in any area, this program can give you the legal basics a paralegal needs to know while building upon the areas you've already completed. The Legal Studies Certificate provides you with the educational foundation to help you work in all areas of the legal system, including courts, law firms and government agencies.

*Paralegals may not provide legal services directly to the public except as permitted by law.

CT.LS

Program Map Design Your Future!

Begin by exploring MSJC program maps to find career or transfer (<https://msjc.emsicc.com/?radius=®ion=All%20Regions>) opportunities. Program maps show the recommended course sequence that leads to graduation or transfer. The maps were developed by program experts to give you the skills and knowledge you need to succeed.

- **Starting in Spring?** Choose Fall Semester 1 courses.
- **Are you a part-time student?** Start Fall Semester 1 courses and follow the course sequence.

Fall Semester 1		Units
LEG-100	Foundations of the Legal System	3
LEG-505	California Civil Procedure (formerly LEG-105)	3
LEG-507	Research and Writing for Legal Assistant (formerly LEG-107)	3
LEG-560	Business Organizations (formerly LEG-160)	3
LEG-512	Administrative Law (formerly LEG-112)	3
Units		15

Spring Semester 1

AJ-101 or AJ-103 or AJ-111 or AJ-515	Criminal Law or Criminal Evidence or Criminal Procedures or Introduction to Probation and Parole (formerly AJ-115)	3
LEG-534	Family Law (formerly LEG-134)	3
LEG-524	Immigration Law (formerly LEG-124)	3
LEG-549 or CWE-549 or LEG-503	Work Experience Education: Legal Assistant or General Work Experience or Elder Law (formerly LEG-103)	3
Units		12
Total Units		27

Requirements

Course	Title	Credits
Required Core Courses		
LEG-100	Foundations of the Legal System	3
LEG-505	California Civil Procedure (formerly LEG-105)	3
LEG-507	Research and Writing for Legal Assistant (formerly LEG-107)	3
LEG-512	Administrative Law (formerly LEG-112)	3
LEG-534	Family Law (formerly LEG-134)	3
LEG-560	Business Organizations (formerly LEG-160)	3
Elective Courses		
Select 3 from the following:		9
LEG-503	Elder Law (formerly LEG-103)	
LEG-549 or CWE-549	Work Experience Education: Legal Assistant General Work Experience	
LEG-524	Immigration Law (formerly LEG-124)	
AJ-101	Criminal Law	
AJ-103	Criminal Evidence	
AJ-111	Criminal Procedures	
AJ-515	Introduction to Probation and Parole (formerly AJ-115)	
Total Units		27

Career Exploration

Discover information about careers that interest you!

1. Take a **Career Quiz** (<https://msjc.emsicc.com/assessment/>) to learn about yourself and receive career suggestions based on your interests.
2. Search available **in-demand jobs** (<https://msjc.emsicc.com/browse-careers/>) in your career areas of interest and find up-to-date salaries and education requirements.
3. Find the **MSJC Program** (<https://msjc.emsicc.com/browse-programs/>) that connects your interests to a career.

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer.

The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer.

Gainful Employment Disclosures: Legal Assistant

Gainful Employment Disclosures – 2025

Program Name LEGAL STUDIES

This program is designed to be completed in 12 months.

This program will cost \$1,242 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with \$0 of debt.

The following States do not have licensure requirements for this profession: California

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

NOTE:

Cost per unit \$46

Nonresident Fees- Tuition: \$313

Capital Outlay: \$58

Parking Permits cost \$90 a year or \$45 a semester

RTA Go Pass cost \$16 a year or \$8 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$4 a year or \$2 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$54 a year or \$27 a semester

*For summer session fees and non-CA resident tuition, please see:

<https://www.msjc.edu/enroll/what-fees-do-i-have-to-pay.html>