

We, Los Angeles Valley College, have contacted the following 18 colleges for collegial consultation concerning the proposed

Legal Administrative Assistant Certificate of Achievement (18 units):

- Cerritos College
- Citrus College
- Compton College
- East Los Angeles College
- El Camino College
- Glendale College
- Long Beach City College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Pierce College
- Los Angeles Southwest College
- Los Angeles Trade-Technical College
- Mount Sac College
- Pasadena City College
- Rio Hondo College
- Santa Monica College
- West Los Angeles College

From: Sanford, Kevin R <SANFORKR@LAVC.EDU>

Subject: Program Proposal Consultation – Legal Administrative Assistant Certificate of Achievement (18 units)

After consultation with different representatives from schools in the LA Region, here is the final Program Name, Description, and list of classes (18 units).

The certificate will have the following six required courses:

Legal Administrative Assistant Certificate of Achievement (18 units)

Course	Title	Units
PALEGAL 014	Law Office Management and Procedures	3
PALEGAL 017	Legal Writing	3
PALEGAL 011	Intro to Civil Litigation II	3
PALEGAL 012	Tort Law	3
PALEGAL 041	Contract Law for Paralegals	3
LAW 001	Business Law	3

This Legal Administrative Assistant certificate prepares students with essential skills and knowledge for careers in legal administrative support. Designed for those aspiring to work in law firms or law offices, the program offers a comprehensive overview of the legal system, the day-to-day operations of a law office, and serves as a valuable opportunity for those interested in pursuing more advanced paralegal or legal degrees. Students will gain proficiency in legal terminology, some legal document preparation, and learn about the administrative tasks necessary for successful law office operation.

Graduates will be well-prepared for administrative support roles in law firms, government agencies, and other organizations.

Dr. Sanford

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Business, Entrepreneurship,
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LOS ANGELES VALLEY COLLEGE

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Subject: Program Proposal Consultation

Hello

I made a mistake in my earlier email. I would like to alert every one of an update/correction to the name of the LAVC program to “Legal Assistant” Certificate (not “Paralegal Clerk”).

Here is the corrected information. Hope that does not cause any concerns but let me know if it does.

The Business Administration Department at LA Valley College (LAVC) plans to expand its offerings in Law and Paralegal. The department plans to offer a **Certificate of Achievement in Legal Assistant**.

The certificate will have the following six required courses:

Legal Assistant Certificate of Achievement (18 units)

Course	Title	Units
PALEGAL 011	Intro to Civil Litigation II	3
PALEGAL 012	Tort Law	3
PALEGAL 014	Law Office Management and Procedures	3
PALEGAL 041	Contract Law for Paralegals	3
LAW 001	Business Law	3
REAL ES 005	Legal Aspects of Real Estate	3

This **Legal Assistant Certificate** of Achievement prepares students for careers and advancement in the Law and Paralegal fields. Legal Assistants work in offices for a variety of employers, including real estate, law firms, government agencies, and other organizations. Students become familiar with various hardware and software used in a law office and provide office administrative and clerical assistance to paralegals, attorneys, and other organizations requiring legal support. Graduates may be employed in law offices, government agencies, and other related organizations.

For questions about the certificate, please contact Dr. Kevin Sanford sanforkr@lavc.edu

Please share with your faculty and anyone else who may be interested. Let me know if you have any concerns by Oct. 15.

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