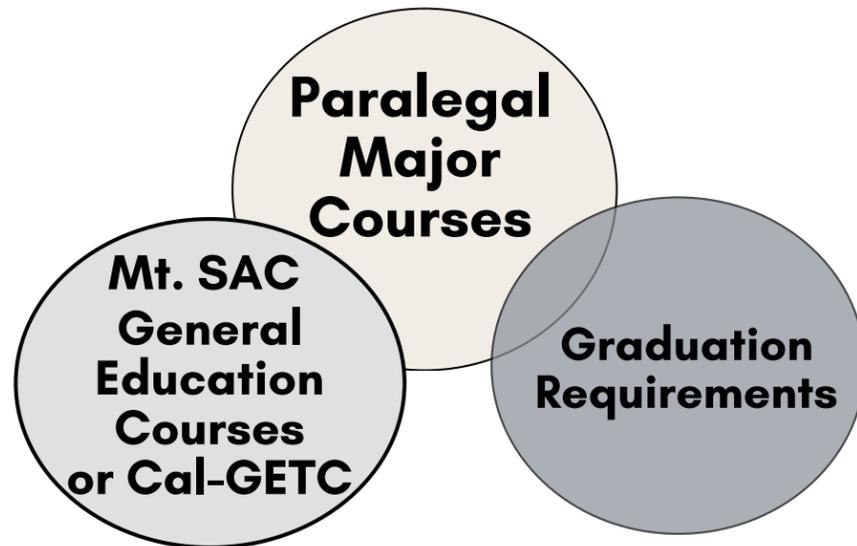


PARALEGAL/LEGAL ASSISTANT, ASSOCIATE OF SCIENCE DEGREE

The paralegal program is intended to prepare students for employment as paralegals in both private and public sectors following graduation.

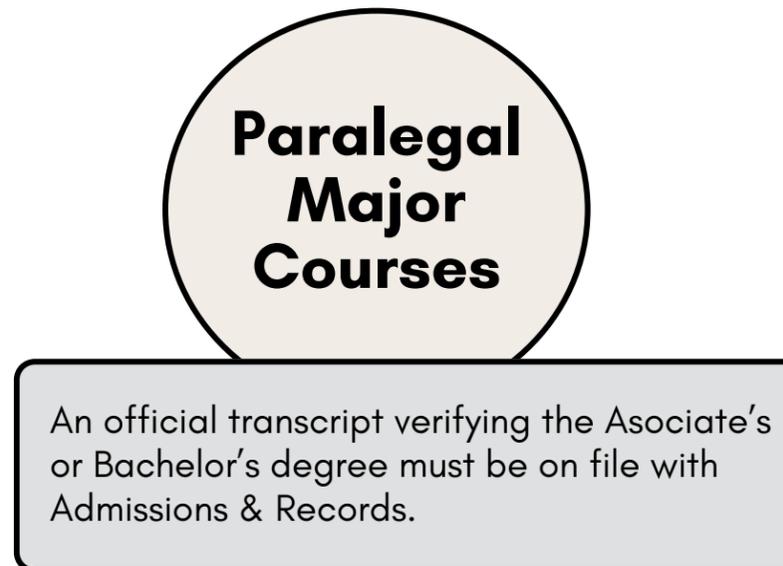
AS Degree Requirements



PARALEGAL/LEGAL ASSISTANT, CERTIFICATE

The certificate is an option if you hold an associate's or bachelor's degree. The paralegal certificate will prepare students for employment as paralegals in both private and public sectors following graduation.

Certificate Requirements



E-DISCOVERY AND LITIGATION SUPPORT, CERTIFICATE

The e-Discovery and Litigation Support Certificate* is designed for paralegals and other professionals interested in gaining employment in the emerging fields of litigation support and electronic discovery. Litigation support professionals help identify, preserve, collect, produce, and manage electronically stored information (ESI) in modern litigation. Courses focus on how such technology is rapidly changing the legal field and provides practical skills in popular eDiscovery platforms and databases.

Certificate Requirements



*The eDiscovery and Litigation Support Certificate is a separate and distinct certificate which does not prepare students for a career as a paralegal and is not approved by the ABA nor is it an approved program option of the Paralegal Degree

- To view the **Paralegal AS degree** courses, or go to tinyurl.com/nhbjsyxe
- To view **Mt. SAC's Associate degree general education**, or go to bit.ly/4hMxcXh courses & graduation requirements.

- To view the **Paralegal Certificate** courses, or go to bit.ly/3Hq3HxS

An official transcript showing completion of an Associate's or Bachelor's degree must be on file with the Office of Admissions & Records in order to earn the certificate.

Foreign Bachelor's Degree holders:

To qualify for the certificate, students with a foreign bachelor's degree must:

1. Have their foreign academic records evaluated by a recognized evaluation service to verify equivalency to a U.S. bachelor's degree.
 2. Submit the following to Mt. SAC:
 - The official, sealed evaluation report from the approved service.
 - Official foreign transcripts.
- Foreign Transcript Services information:
 - Got to: bit.ly/4lATJre or scan QR code



- How to submit official transcript to Admissions & Records?
 - Go to: bit.ly/4mqM7cn or scan QR code



Contact Information:
**Abby Wood, Professor &
Paralegal Coordinator**
awood10@mtsac.edu

Building 78-3190

Program Website:
www.mtsac.edu/paralegal/