

LAW (LAW)

LAW C100 3 Units (54 lecture hours)

Introduction to Paralegal Studies

Grading Mode: Standard Letter

Transfer Credit: CSU.

Introductory course covering the relationship between paralegals, attorneys and clients. Topics include structure of the profession, federal and state court systems, ethical standards, legal terminology, investigation techniques, research, case and statute analysis, overview of legal practice areas, and communication. Letter Grade only.

LAW C105 3 Units (54 lecture hours)

Civil Litigation 1

Advisory: LAW C100 and LAW C127.

Grading Mode: Standard Letter

Transfer Credit: CSU.

Learn, analyze and examine the basic principles of civil litigation as applicable to jurisdiction, venue and preparation of pleadings, discovery, motions, trial preparation, and alternative dispute resolution by plaintiffs and defendants in the California court system. Letter Grade only.

LAW C110 1.5 Units (27 lecture hours; 9 lab hours)

Civil Litigation 2

Advisory: LAW C100 and C105.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Advanced principles of civil litigation as applicable to parties to the action, jurisdiction and venue, defaults, pleadings, discovery, motions, provisional remedies, summary judgment, and summary adjudication. Graded or Pass/No Pass option.

LAW C115 1.5 Units (27 lecture hours; 9 lab hours)

Criminal Litigation

Advisory: LAW C100 and C121.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

The criminal court system and litigation in criminal cases, constitutional law, criminal law, criminal procedure; including investigation, prosecution, defenses, discovery, motions, trial preparation, and appeal in criminal cases. Graded or Pass/No Pass option.

LAW C118 3 Units (54 lecture hours)

Legal Analysis and Briefing

Advisory: LAW C100, C127 and/or C128.

Grading Mode: Standard Letter

Transfer Credit: CSU.

Learn the methods and procedures of statutory and case law analysis, including proper briefing and persuasive writing techniques. Letter Grade only.

LAW C120 3 Units (54 lecture hours)

Legal Research

Advisory: LAW C100 or C127 and LAW C128, and C118 or consent of instructor.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Course in legal research methods and writing by examination and analysis of the law, written legal memoranda, and supervised library assignments. Students will have a working knowledge of statutory and case law, and secondary source research techniques. Graded or Pass/No Pass option.

LAW C121 4 Units (72 lecture hours)

Legal Research/CALR

Advisory: LAW C100, C105, and C118.

Grading Mode: Standard Letter

Transfer Credit: CSU.

Formerly LAW C120 and LAW C122 combined. Course in legal research methods and writing by examination and analysis of the law, written legal memoranda, and supervised library assignments. Students will have a working knowledge of statutory, case law, secondary source research techniques, and computer assisted legal research. Letter Grade only.

LAW C122 1 Unit (12 lecture hours; 18 lab hours)

Computer Assisted Legal Research

Prerequisite(s): LAW C120 with a grade of C or better or concurrent registration.

Advisory: LAW C118.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course is a continuation of LAW C120 solving legal research problems with computer assisted legal research resources. Graded or Pass/No Pass option.

LAW C126 3 Units (54 lecture hours)

Legal Aspects of Health Care Administration

Grading Mode: Standard Letter

Transfer Credit: CSU.

This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Letter Grade only.

LAW C127 **3 Units (54 lecture hours)**
Legal Procedure 1
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Knowledge and skills required of paralegals and legal assistants, including procedures and functions in the court structure and litigation procedures including personal injury and general civil cases, probate, family law, dissolution, adoption, and bankruptcy. Graded or Pass/No Pass option.

LAW C128 **3 Units (54 lecture hours)**
Legal Procedure 2
Advisory: LAW C127 or concurrent enrollment.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Continuation of LAW C127, including civil procedures in unlimited and limited courts with emphasis on preparing, filing and bring to judgment breach of contract, landlord-tenant and personal injury actions, including discovery, law and motion, research, arbitration, calendaring, business entities and formation of small corporations, real estate terminology, criminal law introduction, and skills, techniques and abilities the paralegal will be expected to have in the workplace. Graded or Pass/No Pass option.

LAW C130 **1.5 Units (27 lecture hours; 9 lab hours)**
Law Office Management
Advisory: LAW C100, or LAW C120 and LAW C128.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

A study of the systems and procedures for management and administration of legal entities, including structure and decision process, delegation, personnel selection, job descriptions, office policies, file systems, calendar systems, records management, new matters and client conflicts, facilities, communication, technology, billing systems, risk management, ethics, and paralegal employment. Graded or Pass/No Pass option.

LAW C135 **1.5 Units (27 lecture hours; 9 lab hours)**
Family Law
Advisory: LAW C100 or C127.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Topics include organization and jurisdiction of the Family Law Court, marriage, annulment, dissolution, and non-marital property agreements, custody, support, visitation, use of family code and current case law applications, preparation for trial, temporary orders, appeals, and judgment enforcement. Graded or Pass/No Pass option.

LAW C142 **3 Units (54 lecture hours)**
Probate Administration/Estate Planning
Advisory: LAW C100 or LAW C127.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Organization and jurisdiction of the Probate Court: administration of estates, including gift, income, inheritance and estate taxes, estate litigation, and will contests. Conservatorships, guardianships, and intestate succession. Wills and other disposition of property, review of probate avoidance mechanisms, trust administration after death, and elder law. Graded or Pass/No Pass option.

LAW C144 **3 Units (54 lecture hours)**
Forensic Science and the Law for Paralegals
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course examines the principles, theories and practices of forensic science utilized within the American legal system. Forensic science is the study and application of science to the process of law and involves the collection, examination, evaluation and interpretation of evidence. Students will gain a basic understanding of the scientific and analytical approach to determining the value of evidence as it relates to the court of law and how this is utilized by paralegals. Graded or Pass/No Pass option.

LAW C148 **1.5 Units (27 lecture hours; 9 lab hours)**
Elder Law
Advisory: LAW C100 or LAW C142.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Substantive and procedural law and federal, state, and administrative regulations, as they pertain to the senior population, including Social Security, Medicare, Medi-Cal/SSI, funding sources, pensions, residential and/or long term care, and applicable probate statutes. Graded or Pass/No Pass option.

LAW C150 **3 Units (54 lecture hours)**
Corporate/Business Organizations
Advisory: LAW C100 and C128 or permission of instructor.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Introduction to the formation, maintenance and dissolution of corporations (C and S, professional, and non-profit), partnerships, sole proprietorships, limited liability companies (federal and state), securities regulations; including corporate reorganizations, stock and asset sales, mergers and consolidations, and the simple sale of a small business. Graded or Pass/No Pass option.

LAW C152 Conflict Analysis and Resolution Advisory: LAW C100. Grading Mode: Standard Letter, Pass/No Pass Transfer Credit: CSU.	3 Units (54 lecture hours)	LAW C161 Tort Law Advisory: LAW C100, C127, and C105. Grading Mode: Standard Letter, Pass/No Pass Transfer Credit: CSU.
<p>This course introduces the student to the basic skills needed to begin evaluating client needs regarding the use of alternative solutions to resolving conflicts and explore the changing climate of litigation-oriented practices, including ethical considerations. Graded or Pass/No Pass option.</p>		<p>The substantive and procedural law of tort law principles in intentional tort, negligence, and strict liability in tort in a study, and instruction developed for paralegals. Graded or Pass/No Pass option.</p>
LAW C154 Immigration Law Grading Mode: Standard Letter, Pass/No Pass Transfer Credit: CSU.	3 Units (54 lecture hours)	LAW C164 Contract Law Advisory: LAW C100 and C128. Grading Mode: Standard Letter, Pass/No Pass Transfer Credit: CSU.
<p>Basic study of immigration law in the United States, with focus on preparation of those forms used by immigrants to secure benefits. Preparation of forms and procedures for filing documents and the ethical considerations to avoid the unauthorized practice of law will be discussed. Graded or Pass/No Pass option.</p>		<p>The substantive and procedural law of contracts [transactional and litigation] in a study and instruction developed for paralegals. Graded or Pass/No Pass option.</p>
LAW C155 Bankruptcy Law and Procedures Advisory: LAW C100 and C127 or LAW C105 or permission of instructor. Grading Mode: Standard Letter, Pass/No Pass Transfer Credit: CSU.	3 Units (54 lecture hours)	LAW C170 Computer Applications for the Paralegal Advisory: LAW C100 and keyboarding skills at 30 wpm. Grading Mode: Standard Letter, Pass/No Pass Transfer Credit: CSU.
<p>An overview of federal bankruptcy law and procedures for the paralegal; introduction to the functions and working of bankruptcy court, United States Trustee, Chapters 7 and 13, and bankruptcy counsel; examination of Chapters 7, 11 and 13, schedule preparation; creditor representation and bankruptcy research. Graded or Pass/No Pass option.</p>		<p>This course is designed to acquaint paralegals with basic computer use, including software programs utilized by attorneys (word processing, spreadsheets, document databases), law-related public databases, non-law public databases, systems management, research, time and billing and other applications. Graded or Pass/No Pass option.</p>
LAW C158 Intellectual Property Advisory: LAW C100 and LAW C105. Grading Mode: Standard Letter, Pass/No Pass Transfer Credit: CSU.	3 Units (54 lecture hours)	LAW C281 Work Based Learning Prerequisite(s): Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1 unit of Work Based Learning. Co-requisite(s): Be enrolled in a total of 7 units including Work Based Learning. Grading Mode: Standard Letter, Pass/No Pass Transfer Credit: CSU.
<p>A study of the requirements and procedures for obtaining and maintaining patent, trademark, and copyright protection under the laws of the United States and foreign laws, including: understanding regulations; formulating search requests; preparing applications, forms, and documents; maintaining records; and protecting information. Graded or Pass/No Pass option.</p>		<p>To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. Graded or Pass/No Pass option.</p>
LAW C160 Civil Trials and Evidence Advisory: LAW C105 and C121. Grading Mode: Standard Letter, Pass/No Pass Transfer Credit: CSU.	1.5 Units (27 lecture hours; 9 lab hours)	
<p>Basic principles of preparing a civil case for trial, including preparation of a trial notebook, pre-trial and post-trial motions, jury instructions, verdicts, judgments, and the principles of evidence and its preparation for presentation in court. Graded or Pass/No Pass option.</p>		

LAW C282 2 Units (180 other hours)

Work Based Learning

Prerequisite(s): Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1 unit of Work Based Learning.

Co-requisite(s): Be enrolled in a total of 7 units including Work Based Learning.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. Graded or Pass/No Pass option.

LAW C283 3 Units (180-225 other hours)

Work Based Learning

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. Note: 75 hours of paid work or 60 hours of non-paid work in a field related to Paralegal for each one-semester credit is required. Student must be enrolled in a total of 7 units including Work Based Learning. Graded or Pass/No Pass option.

LAW C284 4 Units (240-300 other hours)

Work Based Learning

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. Note: 75 hours of paid work or 60 hours of non-paid work in a field related to Paralegal for each one-semester credit is required. Student must be enrolled in a total of 7 units including Work Based Learning. Graded or Pass/No Pass option.

LAW C390 2 Units (36 lecture hours; 36 lab hours)

Legal Clinic Practicum/Ethics

Advisory: LAW C100 and C127.

Grading Mode: Standard Letter

Not Transferable.

Students in an onsite clinic will be under the direction and supervision of clinic attorneys and experienced paralegal instructors. Students in an online practicum will be evaluated by the instructor. Students will interview clinic clients, listen to interviews, or observe consultations, and perform various assignments. Students will examine and evaluate the regulation of lawyers and paralegals, and the unauthorized practice of law. Letter Grade only.