

# LAW (LAW)

## LAW 52 3.0 UNITS

### Law Office Management

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Recommendation: LAW 56 or equivalent with a grade of Pass or "C" or higher.

This course is a study of law office management and organization. Roles, activities, and responsibilities in timekeeping and accounting systems for law offices, as well as legal calendaring, file organization, and retrieval systems, will be taught. Law office computers and their functions in the law office will be utilized. (Formerly BL 52)

## LAW 56 3.0 UNITS

### Introduction to Computerized Legal Software

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

This is an introductory course in the utilization of legal software. The student will use software in conjunction with a document control system that will include applications for the following law office functions: document maintenance, document retrieval, document construction, document billing, and document calendaring.

## LAW 57 3.0 UNITS

### Legal Document Production

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Recommendation: LAW 56 with a grade of "C" or higher or "Pass". This is a course in the production of legal documents using WordPerfect. Topics covered include the development and production of client worksheets, fee agreements, fax forms, interrogatories, legal briefs, office newsletters, deposition summaries, pleadings, and trial notebooks. Students will create these legal documents on a computer.

## LAW 65 3.0 UNITS

### Advanced Legal Technology

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Recommendation: LAW 56 or equivalent with a grade of "C" or higher or "Pass".

This course focuses on the applications and uses of spreadsheet management software, database management software, and graphics presentations software for the law office. Using spreadsheet management software, students will learn to track figures, anticipate income and expenses, prepare financial documents, and maintain information for the law office. Using database software, students will learn to collect, track, analyze and maintain information in the law office. Using graphics presentation software, students will learn to combine text and graphic images to develop computerized slide shows, transparencies and charts for use in the law office.

## LAW 100 3.0 UNITS

### Introduction to California Civil Procedures

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Recommendation: LAW 56 with a grade of "C" or higher or "Pass".

This course is an introduction to civil procedures in litigation, including pre-suit claims and notices, jurisdiction, service of process, venue, statutes of limitations, parties, and joinder. Rules governing pleading in complaints and answers are covered, as well as demurrers and amended pleadings. Computerized legal forms are introduced.

Transfer Credit: CSU

## LAW 101 3.0 UNITS

### Introduction To Law

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

This course provides an overview and development of the American legal system including the legal and judicial process in the United States covering the adversarial system, jurisdiction of federal and state courts, the general process of judicial review, and the participants in the legal system. Explanation of different sources of law including, constitutions, statutes, case/common law (i.e., court cases), and administrative/regulatory rules. Review of basic legal reasoning and introductory research methods. Introduction to civil law and procedure, alternative dispute resolution, tort law, criminal law and procedure, contract law, and other areas of law including civil rights. Also included is a review of the principles of legal ethics.

Transfer Credit: CSU; UC

C-ID: LPPS110

## LAW 102 3.0 UNITS

### Advanced California Civil Procedures

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Prerequisite: LAW 100 (Formerly BL 100) with a grade of Credit/Pass or "C" or higher. Recommendation: LAW 56 (Formerly BL 56) with a grade of Credit/Pass or "C" or higher.

Recommendation: LAW 56 with a grade of "C" or higher or "Pass". This course continues the study of California Civil Procedures through the trial of a civil matter. Students will study the elements of discovery and develop a written discovery plan. Students will draft motions, judicial arbitration materials, trial briefs, and settlement proceedings. This course is required for an A.A. degree in Paralegal Studies or a Paralegal Certificate.

Transfer Credit: CSU

## LAW 103 3.0 UNITS

### Legal Research

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Recommendation: LAW 101 and LAW 56 or equivalent with grades of Pass or "C" or higher.

This course is designed to introduce students to the basic techniques of legal research. Emphasis will be placed upon techniques of modern legal research which include the use of the law library and the specific techniques of how to use the primary and secondary sources of the law, legal terms, research aids; and introduction to legal writing. Primary emphasis will be on the legal research in the state of California. (Formerly BL 103)

Transfer Credit: CSU

<p><b>LAW 104</b> <b>Advanced Legal Research</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>Prerequisite: LAW 103 or equivalent with a grade of "C" or higher or "Pass". Recommendation: LAW 56 or equivalent with a grade of "C" or higher or "Pass". This is an advanced legal research course for the paralegal student. This course will utilize legal research skills to develop sophisticated techniques in the use of legal research materials both at the state and federal levels. Computerized legal research and traditional research methods will be utilized in preparing complex legal research projects. Analysis of the law through practical application of legal research will be developed. Memorandums, points and authorities, and comprehensive briefs will be required. Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>	<p><b>LAW 108</b> <b>Family Law Procedures</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>Recommendation: LAW 56 with a grade of "C" or higher or "Pass". This course acquaints the student with the laws governing family relations and procedures for dissolution of marriage actions. These are: Order to Show Cause Hearings, Trials, and Post Dissolution Proceedings. Preparation of marital termination agreements, types of judgments, adoptions and custody agreements are also presented. Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>
<p><b>LAW 105</b> <b>Introduction to Federal and California Employment and Labor Law</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>This course is an introduction to Federal and California State employment and labor laws that affect the relationship between employers and employees in the work place. It provides an understanding for both employers and employees of their rights and obligations under these laws. Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>	<p><b>LAW 109</b> <b>Torts and Personal Injury</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>This course is a study of the major areas of torts and personal injury law including interviewing, claims investigation, claims adjustment techniques, and litigation procedures. Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>
<p><b>LAW 106</b> <b>Bankruptcy Law</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>Recommendation: LAW 56 with a grade of "C" or higher or "Pass". This course is an introduction to the Federal Bankruptcy law, with emphasis on Chapter 7 Bankruptcies, and discussions and introduction to Chapter 11 and 13 proceedings. The student will complete an entire Chapter 7 Bankruptcy petition and other documents and motions involving a bankruptcy case under the Bankruptcy Code. Included will be creditors' claims and motions for relief of automatic stay. Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>	<p><b>LAW 110</b> <b>Business Law</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>This course is designed to acquaint the student with the legal aspects of the business world. It will cover an overview of the development of law and the court systems; forms of business governance including partnerships and corporations; contract, tort, criminal, and agency law; and bailments and personal property. Transfer Credit: CSU; UC* C-ID: BUS 125 *UC: credit limits may apply. LAW 110, LAW 111 and BA 113 combined: maximum credit, one course.</p>	<p><b>3.0 UNITS</b></p>
<p><b>LAW 107</b> <b>Probate Procedures</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>Recommendation: LAW 56 with a grade of "C" or higher or "Pass". This course acquaints the student with the procedures and laws governing the probate of estates, both testate and intestate, and with procedures to transfer decedent's property without probate. Emphasis is placed upon correct completion of probate forms, notice requirements, and time limits. Procedures governing guardianship and conservatorship will also be covered. Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>	<p><b>LAW 111</b> <b>Business Law</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>This is a course designed to introduce the student to the legal concepts of everyday business transactions. It will include discussions of legal rights, contracts, Universal Commercial Code (UCC) sales, negotiable instruments, and the structure of our judicial system. This course meets 54 hours of the legal requirement for Court Reporting Certification. (Formerly BL 111) Transfer Credit: CSU; UC* *UC: credit limits may apply. LAW 110, LAW 111 and BA 113 combined: maximum credit, one course.</p>	<p><b>3.0 UNITS</b></p>
<p><b>LAW 112</b> <b>Estate Planning for the Paralegal</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>Recommendation: LAW 56 with a grade of "C" or higher or "Pass". This course is an introduction to estate administration. The student will learn the legal theories relating to wills, trusts, succession, taxation, and probate. Document preparation will be required in the areas of wills, trusts, and estate plans. Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>	<p><b>LAW 112</b> <b>Estate Planning for the Paralegal</b> Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture</p> <p>Recommendation: LAW 56 with a grade of "C" or higher or "Pass". This course is an introduction to estate administration. The student will learn the legal theories relating to wills, trusts, succession, taxation, and probate. Document preparation will be required in the areas of wills, trusts, and estate plans. Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>

<p><b>LAW 113</b>  <b>Fundamentals of Alternate Dispute Resolutions</b>            Class Hours: 3.0 Lecture            Total Contact Hours: 54 Lecture</p> <p>Recommendation: LAW 56 with a grade of "C" or higher or "Pass."            This course is the study of the techniques that resolve disputes to avoid or circumvent a trial in the California Court system. Students will draft the documents utilized in negotiations, mediation, neutral fact finding, contractual arbitration, judicial arbitration, and private judging.            Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>	<p><b>LAW 120</b>  <b>Legal Ethics</b>            Class Hours: 3.0 Lecture            Total Contact Hours: 54 Lecture</p> <p>This course is a study of the major areas of legal ethics and rules of professional responsibility as they affect paralegal/legal assistants. The course also focuses on legal ethics as they apply to attorneys. The course will cover the substantive rules regarding the regulation of lawyers/paralegals/legal assistants, the unauthorized practice of law, issues of confidentiality and conflicts of interest, advertising and solicitation, fees and client funds competence, and professionalism.            (Formerly BL 120)            Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>
<p><b>LAW 114</b>  <b>Law on the Internet</b>            Class Hours: 3.0 Lecture            Total Contact Hours: 54 Lecture</p> <p>This course introduces the students to the basic techniques of using the Internet for legal research, general factual research, other law-office related research and research related to legal careers and education. Students learn how to access and use the Internet. Emphasis is placed on search techniques including use of various search engines including legal search engines, refining search queries and performing a variety of searches using the Internet. Both Federal and California state research materials will be used.            Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>	<p><b>LAW 150</b>  <b>Intellectual Property Law</b>            Class Hours: 3.0 Lecture            Total Contact Hours: 54 Lecture</p> <p>Recommendation: LAW 56 with a grade of "C" or higher or "Pass."            This is an introduction to Intellectual Property law, including trademarks, copyrights, patents, and trade secrets. Concepts covered include preparing application, searching applicable intellectual property sites, preparing assignments of rights, preparing proper docketing, and an understanding of unfair competition and infringement of intellectual property rights.            Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>
<p><b>LAW 115</b>  <b>Elder Law</b>            Class Hours: 3.0 Lecture            Total Contact Hours: 54 Lecture</p> <p>This course introduces the student to the expanding legal area of elder law. Topics include ethical considerations, government benefits, health care decision making, Medicare and Medi-Cal benefits, home care versus residential care facilities, and protection from physical and/or fiduciary abuse. Upon completion of the course, students will be able to direct the elderly or their families to the appropriate government or private agency for assistance.            Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>	<p><b>LAW 160</b>  <b>California Workers' Compensation Law</b>            Class Hours: 3.0 Lecture            Total Contact Hours: 54 Lecture</p> <p>This course is an overview of California Workers' Compensation law that governs the relationship between employers and employees in the workplace. It provides an understanding for both employers and employees of their rights and obligations under these laws.            Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>
<p><b>LAW 116</b>  <b>Criminal Law</b>            Class Hours: 3.0 Lecture            Total Contact Hours: 54 Lecture</p> <p>This is an introduction to criminal law. Concepts covered include the legal system, elements of a crime, crimes against persons and property, defenses, searches and seizures, pre-trial and trial process, sentencing, corporate and white-collar crimes.            Transfer Credit: CSU</p>	<p><b>3.0 UNITS</b></p>	<p><b>LAW 171</b>  <b>Legal Work Experience</b>            Recommendation: One Unit of Cooperative Work Experience requires 54 paid or volunteer hours of work per semester inclusive of any required in-class time.            One unit of Work Experience requires 54 hours paid or volunteer per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/ workers, the college, and employers/trainers. First semester students meet with their instructors for a minimum of one hour per week, which are included in the 54-hour requirement. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor to learn and develop professional cover letter writing skills, preparation of a professional resume, and interview skills. Second, third, and fourth semester students who have completed their first semester with a grade of "C" or higher or "Pass," need only meet with their instructor the first and last week of class. Work experience courses may be taken for a maximum of 4 units per semester. The total work experience units taken by a student may not exceed 14 units.            Transfer Credit: CSU</p>	<p><b>1.0 UNITS</b></p>
<p><b>LAW 119</b>  <b>Legal Aspects of Mass Communications</b>            Class Hours: 1.0 Lecture            Total Contact Hours: 18 Lecture</p> <p>This course provides a brief introduction to legal aspects faced by those involved in mass media and new media. Major topics include First Amendment rights and responsibilities, libel, privacy, copyright, freedom of information, open meetings, broadcast decency, and student media. This course is not open to students who are enrolled in or who have received credit in JOUR 119 or RTV 119.            Transfer Credit: CSU</p>	<p><b>1.0 UNITS</b></p>		

**LAW 172****2.0 UNITS****Legal Work Experience**

Recommendation: Two Units of Legal Work Experience requires 108 paid or volunteer hours of work per semester inclusive of any required in-class time.

Two units of Legal Work Experience requires 108 hours paid or volunteer per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and employers/trainers. First semester students meet with their instructors for a minimum of one hour per week, which are included in the 108-hour requirement. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor to learn and develop professional cover letter writing skills, preparation of a professional resume, and interview skills. Second, third, and fourth semester students who have completed their first semester with a grade of "C" or higher or "Pass," need only meet with their instructor the first and last week of class. Work experience courses may be taken for a maximum of 4 units per semester. The total work experience units taken by a student may not exceed 14 units.

Transfer Credit: CSU

**LAW 173****3.0 UNITS****Legal Work Experience**

Recommendation: Three Units of Cooperative Work Experience requires 162 paid or volunteer hours of work per semester inclusive of any required in-class time.

Three units of Legal Work Experience requires 162 hours paid or volunteer per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and employers/trainers. First semester students meet with their instructors for a minimum of one hour per week, which are included in the 162-hour requirement. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor to learn and develop professional cover letter writing skills, preparation of a professional resume, and interview skills. Second, third, and fourth semester students who have completed their first semester with a grade of "C" or higher or "Pass," need only meet with their instructor the first and last week of class. Work experience courses may be taken for a maximum of 4 units per semester. The total work experience units taken by a student may not exceed 14 units.

Transfer Credit: CSU

**LAW 174****4.0 UNITS****Legal Work Experience**

Recommendation: Four Units of Cooperative Work Experience requires 216 paid or volunteer hours of work per semester inclusive of any required in-class time.

Four units of Legal Work Experience requires 216 hours paid or volunteer per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and employers/trainers. First semester students meet with their instructors for a minimum of one hour per week, which are included in the 216-hour requirement. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor to learn and develop professional cover letter writing skills, preparation of a professional resume, and interview skills. Second, third, and fourth semester students who have completed their first semester with a grade of "C" or higher or "Pass," need only meet with their instructor the first and last week of class. Work experience courses may be taken for a maximum of 4 units per semester. The total work experience units taken by a student may not exceed 14 units.

Transfer Credit: CSU

**LAW 220****3.0 UNITS****Landlord and Tenant Law**

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Recommendation: LAW 56 with a grade of "C" or higher or "Pass." This is an introduction to landlord and tenant law including the nature of the tenancy relationship, rental agreements, rights and obligations during tenancy, premises liability and unlawful detainer litigation. Rules governing preparation of the unlawful detainer summons and complaint and answer are covered as well as obtaining default judgment and possession of property.

Transfer Credit: CSU

**LAW 230****3.0 UNITS****Corporate Law**

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Recommendation: LAW 56 with a grade of "C" or higher or "Pass." This is an introduction to corporate law. Concepts covered include substantive law considerations in choosing a business entity, pre-incorporation planning, forming a corporation, advantages and disadvantages of incorporating, issuance of shares and securities law considerations, corporate taxation, corporate structure, dividends and dissolution.

Transfer Credit: CSU

**LAW 260** **3.0 UNITS****Immigration Law**

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Recommendation: LAW 56 with a grade of "C" or higher or "Pass."

This is an introduction to immigration law including history and administration of U.S. Immigration law, citizenships, nationality, immigrant and non-immigrant categories, admission rules to U.S., removal procedures and refugees and asylum. Rules governing preparation of the various immigration forms will also be discussed and reviewed.

Transfer Credit: CSU

**LAW 290** **1.0 UNITS****Capstone Course-Paralegal Program**

Class Hours: 1.0 Lecture

Total Contact Hours: 18 Lecture

Recommendation: To be taken in the final semester of course work for certificate students, and to be taken in the final semester prior to graduation for Paralegal A.A. Degree students.

This course provides the opportunity for students to apply skills and knowledge learned in the other paralegal courses to evidence their mastering of the program outcomes for the Paralegal Program. The aim of the course is to assess students to confirm that they have achieved the learning outcomes for the program, to improve job-readiness, and to have them prepare a portfolio project.

Transfer Credit: CSU