

PARALEGAL STUDIES (PARA)

100 INTRODUCTION TO PARALEGAL STUDIES

3 UNITS

3 hours lecture

This course provides a historical perspective of the law and the profession of paralegal. The main focus is the role of the paralegal in the law office including client contact, ethical responsibilities, investigative fact finding, law office management, and legal restrictions. Students will be introduced to legal research and writing, substantive and procedural law, the court systems, and legal terminology.

CSU

110 CIVIL LITIGATION PRACTICE AND PROCEDURES

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

The initial phase of an action, the issues of jurisdiction, the complaint and the discovery process will be examined. Court procedures, "Fast Track" and alternatives to litigation such as arbitration and mediation will be discussed. The basic elements of a tort claim will be reviewed as well as the Federal and State Rules of Evidence. Emphasis is placed on the paralegal's role and ethical and professional responsibilities in discovery procedures including e-discovery and trial practice.

CSU

120 ADMINISTRATIVE LAW

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

Statutory law, case law, and administrative rules will be utilized to develop an understanding of the role and authority of administrative agencies. Particular attention will be paid to social security and workers' compensation claims.

CSU

125 BUSINESS ORGANIZATIONS

1 UNIT

1 hour lecture

Fundamentals of the formation of business entities such as sole proprietorships, partnerships, limited liability companies and corporations are included. Emphasis will be on formation, maintenance, taxation, termination of business entities, and the ethical constraints on paralegals.

CSU

130 LEGAL RESEARCH AND WRITING

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

Includes in-depth legal research, writing research reports and subject matter reports on legal issues, case briefings, and citations using the uniform system of citation The Bluebook.

CSU

132 COMPUTER ASSISTED LEGAL RESEARCH (CALR)

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

The study of computer software programs designed specifically for use in law offices and legal environments, including but not limited to specific applications such as calendaring, and time and billing programs. The course focuses on legal research using electronic sources.

CSU

135 BANKRUPTCY LAW

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

The United States Federal Bankruptcy Code (as amended) will be the foundation of this examination of bankruptcy law and practice. Students will be exposed to the jurisdictional and filing requirements for bankruptcy cases under Chapters 7, 11 and 13 of the Bankruptcy Code, and will learn pertinent rules of federal procedure associated with bankruptcy case filings. The focus will be on "consumer" Chapters 7 and 13.

CSU

140 CRIMINAL LAW AND PROCEDURES

3 UNITS

3 hours lecture

The California Criminal Code and Rules of Criminal Procedure will be the foundation of this examination of the pre-trial and post-trial procedures in a criminal case. Students will be exposed to the criminal justice system from the elements of offenses through post-conviction remedies. The drafting of motions and other documents associated with criminal matters will be included.

CSU

145 ESTATE PLANNING AND ADMINISTRATION OF ESTATES

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

Overview of the subject of planning an owner's estate, including a review of the customary means of accomplishing estate planning objectives including wills, trusts, taxation, asset protection, and gift-giving programs. The law of wills, estates and estate administration including testate and intestate estates, and the law of descent and distribution will also be discussed.

CSU

150 FAMILY LAW

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

Family law matters such as domestic violence, legal separation, dissolution of marriage, child custody and visitation, child and spousal support, guardianship, and adoptions are included. The law in California regulating such matters and the drafting of appropriate documents will be emphasized.

CSU

160 PERSONAL INJURY

1 UNIT

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

1 hour lecture

Study of the essentials of tort actions with an emphasis on personal injury and other forms of negligence. Special attention will be given to the elements of a cause of action in negligence. Theories of recovery, defenses, case handling, witness interviewing, working with insurance carriers, and evidence requirements under current California law will be reviewed. Students will review the particular ethical constraints on personal injury paralegals.

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170 WORKERS' COMPENSATION

1 UNIT

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

1 hour lecture

Overview of California's Workers' Compensation statutes, including the concept of no-fault insurance and the administration of contested compensation claims for death, disability, and vocational rehabilitation. Students will compute awards based upon current benefit formulae.

CSU

175 ELECTRONIC DISCOVERY: PRACTICE AND PROCEDURE

1 UNIT

Recommended Preparation: PARA 100 or PARA 110

1 hour lecture

This course explores the developing issues, rules and practices involving the application of e-discovery in litigation and general practice. Students will learn about the evolution of electronic discovery, its current use, and how the rules of civil procedure, evidence and case law affect this aspect of litigation. This course will deal with matters a paralegal and the legal team should consider when handling Electronically Stored Information (ESI) prior to and during the litigation process as well as managing the cost of production and processing. Students will study the ethics issues implicit in e-discovery.

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199 SPECIAL STUDIES OR PROJECTS IN PARALEGAL STUDIES

1-3 UNITS

48-54 hours (1 unit), 96-108 hours (2 units), 144-162 hours (3 units)

Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated with different content for a maximum of 9 units.*

(see page 40, 199 Courses-Special Studies)

250 INTERNSHIP

1-4 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

75 hours paid or 60 hours unpaid work experience per unit

Practical work experience in a cooperating law office or corporate legal department. *Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 75 paid hours or 60 nonpaid hours per unit earned. May be taken for a maximum of nine units in Paralegal.*

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