

**CUYAMACA COLLEGE**  
COURSE OUTLINE OF RECORD

**Paralegal Studies 120 – Introduction to Administrative Law**

2 hours lecture, 2 units

**Catalog Description**

This course is intended to be an introduction to Administrative Law and the role of the paralegal in various administrative agencies. Statutory law, case law, and administrative rules will be utilized to develop, for the student, an understanding of the role and authority of administrative agencies. Students completing this course will have the foundation to advance into the areas of Social Security, Worker's Compensation, and Labor and Employment Law.

**Prerequisite**

None

**Course Content**

- 1) Administrative Law Overview
  - a. Legal basis of Administrative Law
  - b. Enabling Acts
  - c. Delegation
  - d. Administrative Procedure Act (APA)
- 2) Agency Discretion
  - a. Expertise
  - b. Judicial Deference
- 3) Client Rights
  - a. Due Process
  - b. Transparency
    1. Freedom of Information Act
    2. Privacy Act
    3. Agency in the Sunshine Act
- 4) Regulations
  - a. Requirements for Rulemaking
  - b. Formal, Informal and Hybrid
  - c. Policy Statements
- 5) Investigations and Information Gathering
  - a. Purpose of Agency Investigations
  - b. Requirements for Gathering Information
  - c. Record Keeping
  - d. Inspections
  - e. Investigatory Procedures
- 6) Complaints, Pleadings, Appeals and Reviews of Administrative Matters
  - a. Alternative Dispute Resolution (ADR)
  - b. Complaint Drafting
  - c. Appeal Drafting
- 7) Adjudications
  - a. Formal
  - b. Informal
  - c. Higher authority Appeals (agency appeals)

**Course Objectives**

Students will be able to:

- 1) Explain the similarities and differences between the administrative process and the court process to both individual clients and the public.
- 2) Research, review, draft, file and serve complaints, pleadings, and requests for formal and informal administrative matters and appeals.
- 3) Explain the professional and ethical responsibilities of the paralegal.

**Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Observation of student
- 2) Attendance
- 3) Exams (written, aural, subjective, objective)
- 4) Written assignments

**Special Materials Required of Student**

None

**Minimum Instructional Facilities**

Smart classroom  
Computer

**Method of Instruction**

- 1) Readings and case study
- 2) Written assignments and document drafting
- 3) Preparation of various motions

**Out-of-Class Assignments**

- 1) Reading assignments
- 2) Short writing assignments
- 3) Short research assignments

**Texts and References**

- 1) Required (representative examples):
  - a. Hickman, Kristin, *Understanding Administrative Law, 7th edition*, Carolina Academic Press, 2022.
  - b. Adams, *Basic Administrative Law for Paralegals, 6th edition*, Kluwer, 2021.
- 2) Supplemental: None

**Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1) Draft pleading and documents for administrative hearings based on research and various ways of information gathering. (Work Based Learning Outcome)
- 2) Navigate through the rulemaking process at both the federal, state and local levels.
- 3) Explain the differences between administrative proceedings and court proceedings.
- 4) Explain the role and professional and ethical responsibilities of the paralegal.