

**145 ESTATE PLANNING 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
2 hours lecture  
Recommended Preparation: Familiarity with Canvas learning platform, basic computing, rudimentary understanding of contracts and property law.  
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.  
*CSU*

**146 PROBATE AND ADMINISTRATION OF ESTATES 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
1 hour lecture  
Overview of Probate and Administration of Estates, including the law of wills, estates and estate administration including testate and intestate estates, and the law of descent and distribution will be discussed as well as conservatorships.  
*CSU*

**150 FAMILY LAW (DIVORCE, SEPARATION, NULLITY, AND PATERNITY) 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
2 hours lecture  
Recommended Preparation: Familiarity with Canvas learning platform, basic computing.  
Family law matters such as legal separation, dissolution of marriage, nullity and paternity are included. The law in California regulating such matters and the drafting of appropriate documents will be emphasized.  
*CSU*

**151 FAMILY LAW (CUSTODY, VISITATION, SUPPORT) 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
Recommended Preparation: PARA 150  
1 hour lecture  
This course will cover Family Law matters such as child custody and visitation, child and spousal support are included. California law regulating these 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.  
*CSU*

**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: FUNDAMENTALS AND PROCEDURE 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
Recommended Preparation: 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 distinctions in applicable Federal and California laws and study the ethics issues implicit in e-discovery.  
*CSU*

**176 ELECTRONIC DISCOVERY: ADVANCED PRACTICE 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 175 or equivalent  
2 hours lecture  
This course explores advanced practices involving the application of e-discovery in litigation and general practice. This course provides training on advanced eDiscovery processes and software programs. Students are introduced to a variety of commonly used eDiscovery applications and how to use these tools in practice. Students will also study ethics issues implicit in e-discovery.  
*CSU*

**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.*  
*CSU*

**PERSONAL DEVELOPMENT– SUCCESS SERVICES (PDSS)**

**080 EDUCATIONAL ASSESSMENT AND PRESCRIPTIVE PLANNING .5 UNIT**

.5 hour lecture  
Designed to assess, identify and diagnose learning strengths and weaknesses for the purpose of identifying specific learning disabilities. Guidelines mandated by the California Community Colleges Chancellor's

Office. *Learning Disabilities Eligibility and Service Model*, will be utilized to determine eligibility for Learning Disabilities Services. An orientation to the Learning Disabilities Program will be provided as well as prescriptive planning. A pre- and post-conference will be held with a qualified and certificated Disabled Students Programs and Services (DSPS) Specialist.  
**Pass/No Pass only. Non-degree applicable.**

**081 SELF-ADVOCACY 1 UNIT**

1 hour lecture  
Designed for students who want to learn more about self-advocacy. Involves prescriptive instruction emphasizing personal empowerment, support systems, understanding one's strengths, and legal and ethical issues including awareness of disabilities. *May be taken for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**085 ADAPTED COMPUTER BASICS 1 UNIT**

1 hour lecture, 1 hour laboratory  
Individualized course of study for students with disabilities. Designed to acquaint students with basic assistive technology and techniques that may improve their ability to participate in general activities, programs and classes offered by the college and improve their potential for success in college. *May be taken for a maximum of 4 times.* **Pass/No Pass only. Non-degree applicable.**

**087 ADAPTED COMPUTER STUDIES 1 UNIT**

1 hour lecture, 1 hour laboratory  
Individualized course of study for students with disabilities. Provides in-depth, individualized instruction in assistive technology and techniques to maximize independent use of assistive and mainstream computer hardware/software. This course is intended to improve students' ability to participate in general activities, programs and classes offered by the college and improve their potential for success in college-level courses. *May be taken for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**090 LEARNING STRATEGIES PRACTICUM 1 UNIT**

1 hour lecture  
This course is designed for students with specialized learning needs. Emphasis is on the development and implementation of specific learning strategies in a developmental learning environment utilizing specialized software programs to assist students' academic performance. *May be taken for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**092 MATH STRATEGIES FOR STUDENTS WITH DISABILITIES 1 UNIT**

1 hour lecture  
Instruction in strategies to improve success in developmental math courses for students with disabilities. Included in the course are test taking strategies, techniques to deal with math anxiety, textbook reading skills, ways to improve note taking and memory, and effective homework practices. Students will identify various aspects of their learning styles and use the information to develop study strategies that are appropriate for a math course. Students with disabilities enrolled in Math 110 would benefit from this course. **Pass/No Pass only. Non-degree applicable.**