

Course Outline

COURSE: PL 110 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2013 **Inactive Course**

SHORT TITLE: INTRODUCTION TO PARALEGALISM

LONG TITLE: Introduction to Paralegalism

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

COURSE DESCRIPTION:

This course will provide a general overview of the legal system with emphasis on the procedural duties of the paralegal within that system. The course will specifically address such areas as legal research, legal writing and law office administration, as well as provide overview of several substantive areas of law. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 1A.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. Prepare a report on the origins and history of the American legal system.

ILO: 2,1,7

Measure: Students will produce papers and be tested on this material.

2. Appraise attorney and paralegal ethics and provide examples of why knowing this topic is important for law professionals.

ILO: 2,1,7

Measure: Students will produce papers and be tested on this material.

3. Prepare legal documents including demand letters, pleadings, discovery documents, motions and memos

ILO: 1,2,7

Measure: Students will produce these documents for homework and exams.

4. Prepare and construct a legal interview, and then do a legal interview for the class.

ILO: 4,2,1,7

Measure: Students will participate in a facilitated legal interview.

5. Explain how to conduct a legal investigation, and then do a legal investigation.

ILO: 4,2,1,7

Measure: Students will participate in a facilitated legal investigation.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Inactive Course: 03/11/2013

13.0 Hours

The Paralegal Profession

Today's Professional Paralegal

Career Opportunities

Ethics and Professional Responsibility

The Inner Workings of the Law Office

13.0 Hours

Introduction to Law

Sources of American Law

The Court System and Alternative Dispute Resolution

Tort Law, Product Liability, and Consumer Law

Contracts and Intellectual Property Law

Midterm exam

13.0 Hours

Insurance Law and Real Property

Estates and Family Law

Laws Affecting Business

Bankruptcy and Environmental Law

Legal Procedures and Paralegal Skills

Civil Litigation—Before the Trial

Conducting Interviews and Investigations

12.0 Hours

Criminal Law and Procedures

Legal Research and Analysis

Computer-Assisted Legal Research
Legal Writing: Form and Substance

2.0 Hours
Final

METHODS OF INSTRUCTION:

Lecture, quizzes, projects, homework, demonstrations.

METHODS OF EVALUATION:

The types of writing assignments required:

Written homework

Reading reports

Lab reports

Essay exams

Term papers

The problem-solving assignments required:

Homework problems

Quizzes

Exams

The types of skill demonstrations required:

Class performance

Field work

Performance exams

The types of objective examinations used in the course:

Multiple choice

True/false

Matching items

Completion

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 40% - 70%

Problem-solving demonstrations: 5% - 20%

Skill demonstrations: 10% - 30%

Objective examinations: 10% - 50%

Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:

Introduction to Paralegal Studies and the Law: A Practical Approach, By R. Edwards, Linda L. Edwards, J. Stanley Edwards, Thompson Delmar Learning, 2002, or other appropriate college level text.

Reading level of text: 12 grade. Verified by: dvt

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200870

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: I

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: PL

CSU Crosswalk Course Number: 110

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000294814

Sports/Physical Education Course: N

Taxonomy of Program: 140200