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

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<tr>
<td>3</td>
<td>18</td>
<td>Lecture: 3</td>
<td>54</td>
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<td></td>
<td></td>
<td>Lab: 0</td>
<td>0</td>
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<td>Other: 0</td>
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<td>Total: 3</td>
<td>54</td>
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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
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:
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