

PARALEGAL STUDIES

PAL-10**Introduction to Paralegal Studies****3.00 units**

CSU

Prerequisite: None.

Description: An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture. (Letter grade only)

PAL-14**Legal Ethics****3.00 units**

CSU

Prerequisite: None.

Description: Rules, regulations, and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture. (Letter grade only)

PAL-64**Legal Research/Comp Appl****3.00 units**

CSU

Prerequisite: None.

Description: Introduction to legal research from the perspective of the paralegal's role in a law office including surveys of the principal law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. 54 hours lecture. (Letter grade only)

PAL-68**Civil Litigation and Procedures I****3.00 units**

CSU

Prerequisite: None.

Description: The first of two courses designed to introduce student to the study of civil litigation. Provides an overview of the litigation process and the function of the paralegal in the process. Rules of procedure will be applied to draft complaints, motions, answers, and other legal documents applicable in a given fact situation in the preliminary stages of litigation. 54 hours lecture. (Letter grade only)

PAL-70**Law Office Policies, Procedures and Ethics****1.50 units**

CSU

Prerequisite: None.

Description: Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. 27 hours lecture. (Letter grade only)

PAL-72**Legal Analysis and Writing****3.00 units**

CSU

Prerequisite: PAL-10 or PAL-68 or BUS-18A or PAL-64.

Description: The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. 54 hours lecture. (Letter grade only)

PAL-78**Civil Litigation and Procedures II****3.00 units**

CSU

Prerequisite: PAL-68.

Description: Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures, and alternative methods of dispute resolution are emphasized. 54 hours lecture. (Letter grade only)

PAL-80
Internship Project **1.50 units**
CSU

Prerequisite: PAL-10 or BUS-18A or PAL-68 or PAL-70 or PAL-14 or PAL-64.

Description: An application course designed to enhance practical skills for acquiring internships and permanent employment in a law-related environment. A cover letter and resume will be required with an employment portfolio. Students will be provided resources to help secure an internship. 27 hours lecture. (Letter grade only)

PAL-81
Bankruptcy Law and Procedures **3.00 units**
CSU

Prerequisite: None.

Description: Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor's and creditor's rights and obligations are covered. 54 hours lecture. (Letter grade only)

PAL-82
Immigration Law, Practice and Procedures **3.00 units**

Prerequisite: None.

Description: Fundamentals of immigration law for paralegals in the United States with a focus on preparation of immigration forms used to secure benefits. Computerized preparation of forms and procedures for filing with INS will be emphasized. Topics include client selection, interviewing, temporary and permanent visas, residency, preferences, asylum, citizenship, courts, agencies, immigration forms, and ethical issues for paralegals in immigration practice. Marketing procedures for paralegals involved in immigration law will be analyzed. 54 hours lecture. (Letter grade only)

PAL-83
Estate Planning and Probate Procedures **3.00 units**
CSU

Prerequisite: None.

Description: Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person's estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person's estate. 54 hours lecture. (Letter grade only)

PAL-84
Criminal Law and Procedure **3.00 units**

Prerequisite: None.

Description: Basic principles of criminal law and procedure. Study of the constitutional, statutory and rule-based issues that arise in criminal law and the formal processing of criminal cases. Topics include: the elements of common law felonies and misdemeanors, the principal defenses to criminal charges, key provisions of the Fourth, Fifth, Sixth, and Fourteenth Amendments, the pretrial and trial process, sentencing, appeals, and remedies for constitutional violations. These topics are examined from the perspectives of lawyers, paralegals, and jurists on criminal law and criminal procedure law. 54 hours lecture. (Letter grade only)

PAL-85
Family Law and Procedures **3.00 units**
CSU

Prerequisite: None.

Description: Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings, and the rights of married and unmarried parties under community property and separate property laws, including cohabitation cases in California. 54 hours lecture. (Letter grade only)

PAL-87
Trial Practice Preparation and Procedure **3.00 units**
CSU

Prerequisite: None.

Description: Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. 54 hours lecture. (Letter grade only)

PAL-200**Paralegal Studies Wrk Exp****1.00 - 4.00 units**

CSU

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)