

PARALEGAL STUDIES (PARA)

PARA-100

Introduction to Paralegal Studies

3 UNITS

3.0 hours lecture

This course provides a historical perspective of the law and the profession of paralegal. The main focus is the role of the paralegal in the law office including client contact, ethical responsibilities, investigative fact finding, law office management, and legal restrictions. Students will be introduced to legal research and writing, substantive and procedural law, the court systems, and legal terminology. (CSU)

PARA-110

Civil Litigation Practice and Procedures

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3.0 hours lecture

The initial phase of an action, the issues of jurisdiction, the complaint and the discovery process will be examined. Court procedures, "Fast Track" and alternatives to litigation such as arbitration and mediation will be discussed. The basic elements of a tort claim will be reviewed as well as the Federal and State Rules of Evidence. Emphasis is placed on the paralegal's role and ethical and professional responsibilities in discovery procedures including e-discovery and trial practice. (CSU)

PARA-120

Introduction to Administrative Law

2 UNITS

2.0 hours lecture

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. (CSU)

PARA-121

Social Security Disability Law

1 UNITS

1.0 hours lecture

This course is intended to be an introduction to Social Security Disability Law and the role of Paralegals in the Social Security Administration. Statutory law, case law and Social Security rules will be utilized to develop an understanding of the role and authority of the Social Security Administration. Students will also be able to assist applicants with the processing of their disability applications and claims. Students completing this course will have the foundation to advance into other specialty areas of Administrative Law. (CSU)

PARA-125

Business Organizations

1 UNITS

1.0 hours lecture

This course covers the fundamentals of the formation of business entities such as sole proprietorships, partnerships, limited liability companies and various types of corporations. Emphasis will be on formation, maintenance, taxation, and termination of business entities particularly in the use of electronic resources. There will also be a focus on the ethical responsibilities of paralegals working in the business organization environment. (CSU)

PARA-130

Legal Research and Writing

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3.0 hours lecture

Includes in-depth legal research, writing research reports and subject matter reports on legal issues, case briefings, and citations using the uniform system of citation The Bluebook. (CSU)

PARA-132

Computer Assisted Legal Research (CALR)

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3.0 hours lecture

The study of computer software programs designed specifically for use in law offices and legal environments, including but not limited to specific applications such as calendaring, and time and billing programs. The course focuses on legal research using electronic sources. (CSU)

PARA-135

Bankruptcy Law

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3.0 hours lecture

The United States Federal Bankruptcy Code (as amended) will be the foundation of this examination of bankruptcy law and practice. Students will be exposed to the jurisdictional and filing requirements for bankruptcy cases under Chapters 7, 11 and 13 of the Bankruptcy Code, and will learn pertinent rules of federal procedure associated with bankruptcy case filings. The focus will be on "consumer" Chapters 7 and 13. (CSU)

PARA-140

Introduction to Criminal Law and Procedures

1 UNITS

1.0 hours lecture

The California Penal Code and Rules of Criminal Procedure will be the foundation of this preliminary-examination of the substantive and procedural laws in a criminal case. Students will be exposed to the basics of the criminal justice system from the elements of offenses through post-conviction remedies. The drafting of documents associated with criminal matters will be included. (CSU)

PARA-145

Estate Planning

2 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

Recommended Preparation: Familiarity with Canvas learning platform, basic computing, rudimentary understanding of contracts and property law

2.0 hours lecture

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)

PARA-146

Probate and Administration of Estates

1 UNITS

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

1.0 hours 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)

PARA-150**Family Law (Divorce, Separation, Nullity, and Paternity) 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

Recommended Preparation: Familiarity with Canvas learning platform, basic computing

2.0 hours lecture

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)

PARA-151**Family Law (Custody, Visitation, Support) 1 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

Recommended Preparation: PARA 150

1.0 hours 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)

PARA-160**Personal Injury 1 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

1.0 hours 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)

PARA-170**Workers' Compensation 1 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

1.0 hours 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)

PARA-175**Electronic Discovery: Fundamentals and Procedure 1 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

Recommended Preparation: PARA 110

1.0 hours 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)

PARA-176**Electronic Discovery: Advanced Practice 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 175 or equivalent

2.0 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)

PARA-199**Special Studies or Projects in Paralegal Studies 1-3 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. 48-54 hours (1 unit), 96-108 hours (2 units), 144-162 hours (3 units).

PARA-250**Internship 1-4 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

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 non-paid hours per unit earned. May be taken for a maximum of nine units in Paralegal. 75 hours paid or 60 hours non-paid work experience per unit, 1-4 units. (CSU)

PARA-251**Paralegal Studies Practicum 1 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

and completion of 18 units with a "C" grade or higher or "Pass" from the following: PARA 100, 110, 120, 121, 125, 130, 135, 140, 145, 146, 150, 151, 160, 170, 175, 176

1.0 hours lecture

This course is designed to give students a simulated law office experience providing an opportunity to practice and demonstrate skills appropriate to typical paralegal environment in a classroom setting. Students will be completing tasks and receiving feedback much as they would in an actual law office to make connections from the classroom environment to skills required on the job building a more comprehensive understanding of their role in a legal environment. (CSU)