

PARALEGAL STUDIES (PAL)

PAL 100 Introduction to Law and Paralegal Studies (3.0 Units)

This is the beginning course for students pursuing a Certificate of Achievement in Paralegal Studies. This class is also included in the Guided Pathway to Law School program. Students will learn the nature of the career field, the skills and knowledge required, the ethical requirements, the background in court systems, and the legal research and writing skills that are necessary for success in the profession. An emphasis is placed on the functions of a paralegal within a private law firm, within a government agency, as a business owner, and as a litigation assistant.

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 101 Law Office Technology for Paralegals (3.0 Units)

This class introduces the students to the legal industry technology utilized in the current legal environment. Skills developed include document creation and assembly, spreadsheet software, and data and case management. Students will gain an understanding of the growing and critical role of electronic discovery in litigation, including electronic discovery rules of law, workflow and processes, and the production of electronically stored information. Students will be introduced to litigation support and case management software, and introduction to paperless presentation tools used in today's courtrooms.

Co-requisite(s): PAL 100

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 102 Beginning Legal Research for Paralegals (3.0 Units)

Equips the student with the research methods needed as a paralegal to locate sources of federal and state law. Topics include legal terminology; proper citation form; sources of primary and secondary law; statutes and legislative history; court reports; validating legal research; and a thorough overview of computer legal research. Explore the array of legal research tools available, and gain hands-on experience you need to locate and apply the law effectively on the job through outside assignments and practice in the library.

Co-requisite(s): PAL 100 previously or concurrently

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 103 Beginning Legal Writing (3.0 Units)

This course provides the Paralegal student with the development of good legal writing skills. Critical analysis of proper legal writing forms stressing logic, clarity and format will be used to shape the Paralegal student's ability to produce such legal documents as correspondence, legal briefs, memorandum of law, and common pleadings.

Co-requisite(s): PAL 102 previously or concurrently

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 104 Legal Ethics for Paralegals (3.0 Units)

This course examines the role of the paralegal in the rendering of legal services by attorneys to clients and the ethical rules that govern that relationship. The student will become familiar with the concept of the unauthorized practice of law, the criminal penalties such practices carry and the best means to avoid liability.

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 138 Cooperative Education Paralegal (1-8 Units)

This course is designed for students who are cross-training at their current worksite for upward mobility or possible career changes, as well as those looking for entry-level occupational training through work-based learning experiences. Students must have a co-op approved worksite to enroll in this class and establish new learning objectives.

Transfer: Transfers to CSU only

PAL 200 Law Office Management for Paralegals (3.0 Units)

Introduction to the role of the paralegal in law office management and practice procedures, including managerial challenges in a legal environment, office activities, policies, and role of the office administrator, comprehensive understanding of financial resources, human resources, risk management, and supervision unique to the legal environment.

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 201 Fundamentals of Litigation For Paralegals (3.0 Units)

This course will focus on the litigation process that begins with a client interview, extends through the filing of a lawsuit, develops in the discovery stage, takes final shape in the trial stage and ends in enforcement of a judgement or an appeal.

Prerequisite(s): PAL 103, Minimum grade C

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 202 Family Law (3.0 Units)

This course examines family law for the paralegal working in California. Concepts covered include marital contracts, annulment, separation, dissolution, child custody and support, spousal support, property division and tax consequences of each.

Co-requisite(s): PAL 201 previously or concurrently

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 203 Tort Law for Paralegals (3.0 Units)

This course introduces the paralegal to the basic concepts of tort law including negligence, intentional torts, and strict liability. Introduces the student to investigative procedures in personal injury cases.

Co-requisite(s): PAL 201

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 204 Wills and Trusts for Paralegals (3.0 Units)

This course introduces the Paralegal student to the laws of Wills, Trusts and Estates, including the creation of wills, testate succession, intestate succession, trust creation and arrangements, family protection, estate planning, probate courts, and estate taxes.

Prerequisite(s): PAL 201, Minimum grade C

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 205 Basic Bankruptcy Law for Paralegals (3.0 Units)

This course is an introduction to the Federal Bankruptcy law, with emphasis on Chapter 7 Bankruptcies, and discussions and introduction to Chapter 11 and 13 proceedings.

Prerequisite(s): PAL 201, Minimum grade C

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 206 California Employment and Labor Law (3.0 Units)

This course provides students with a understanding of employment and labor related law and its impact on the employer/employee relationship. The student will study applicable federal and state laws applicable to the employer/employee relationship. Areas covered include common law and statutory employer/employee relationships, pre- employment concerns, legal aspects of the employment relationship, discrimination issues, discrimination actions, termination of the employer/ employee relationship, the collective bargaining process, employee unions, union certification and de-certification and ethical issues.

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 207 Conflict Resolutions and Negotiations (3.0 Units)

This course builds knowledge and skill base for applying practical and effective conflict resolution practices and techniques regarding the use of alternative solutions to explore the changing climate of litigation-oriented practices, including ethical considerations.

Lecture Hours: 54.0

Transfer: Transfers to CSU only

PAL 208 Immigration Law for Paralegals (3.0 Units)

Immigration Law for Paralegals offers the student a thorough, accessible, and practical approach to understanding and putting to use U.S. laws and regulations to applied immigration practice. This course surveys immigration in the United States and how the paralegal supports the attorney including interviewing, gathering information, case management and document preparation techniques; analysis of temporary and permanent employment visas; analysis of family-based petitions, political asylum and naturalization. Enforcement and deportation process and procedure for proceedings will be reviewed. Also covered will be representation before Department of Homeland Security agencies.

Lecture Hours: 54.0

Transfer: Transfers to CSU only