

# LEGAL STUDIES

DIVISION: Business and Applied Technology

Business and Applied Technology offers specializations that provide students with the knowledge and background necessary to progress in a career in business, computer technology, or toward a degree of transfer. Courses may be taken individually or as part of a planned program leading to a Certificate of Achievement, Occupational Skills Certificate, and/or an Associate degree. In addition, many of the courses are transferable to the California State and University of California systems. We also offer an Associate in Science Degree for Transfer (AS-T) in Business Administration and Administration of Justice, as well as an Associate in Arts for Transfer (AA-T) in Law, Public Policy and Society. The following occupational curricula are offered in Business and Applied Technology and are appropriate for those individuals who are interested in increasing their job skills and obtaining both stable and gainful employment in the business industry: Accounting and Bookkeeping, Administration of Justice, Business Information Technology, Business Math, Business Administration, Computer Information Systems, Culinary Arts, Fire Technology, Hospitality Management, Marketing, and Paralegal Studies.

- Administration of Justice – Associate in Science Degree for Transfer to CSU (<https://curriculum.pasadena.edu/academic-programs/legal-studies/administration-justice-ast/>)
- Administration of Justice – Associate in Science Degree, Certificate of Achievement (<https://curriculum.pasadena.edu/academic-programs/legal-studies/administration-justice-as-cert-achievement/>)
- Law, Public Policy, and Society – Associate in Arts Degree for Transfer to CSU (<https://curriculum.pasadena.edu/academic-programs/legal-studies/law-public-policy-society-aat/>)
- Paralegal Studies – Associate in Science Degree, Certificate of Achievement (<https://curriculum.pasadena.edu/academic-programs/legal-studies/paralegal-studies-as-cert-achievement/>)

## Courses

### Administration of Justice

#### AJ 010 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE

3 unit

*Transfer Credit: CSU; UC*

*C-ID: AJ 110*

History and philosophy of administration of justice in the United States of America from its inception to its role in a culturally diverse society. Identification and explanation of the various components of the criminal justice system; theories of crime, punishment and rehabilitation; examination of the contemporaneous hiring processes of law enforcement agencies, including but not limited to preparation of the application, oral board analysis and overall examination of the system requirements. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade*

#### AJ 012 CONCEPTS OF CRIMINAL LAW

3 unit

*Transfer Credit: CSU; UC*

*C-ID: AJ 120*

**Prerequisite(s):** *Enrollment in or completion of AJ 010*

Historical development of criminal law; legal research methods; classification of crime through critical thinking analysis as seen through the eyes of the investigator and the trier of fact; in-depth analysis of homicide and related crimes against persons; survey of property crimes and drug and alcohol related offenses; thorough exposure to legal concepts for those considering careers in law enforcement and related legal professions. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade*

#### AJ 014 LEGAL ASPECTS OF EVIDENCE

3 unit

*Transfer Credit: CSU*

*C-ID: AJ 124*

**Prerequisite(s):** *AJ 010 and AJ 012*

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; evidentiary requirements justifying the use of force or deadly weapons by peace officers. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade*

#### AJ 016 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

3 unit

*Transfer Credit: CSU*

*C-ID: AJ 122*

**Prerequisite(s):** *AJ 010 and AJ 012*

Structure, jurisdiction and procedures of different courts; functions of various administrative agencies; criminal procedures from apprehension to conviction, including bail, extradition, search and seizure, examination, modes of accusation, appeals and writs. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade*

#### AJ 018 COMMUNITY RELATIONS

3 unit

*Transfer Credit: CSU; UC*

*C-ID: AJ 160*

**Prerequisite(s):** *AJ 010*

Survey of the relationships of the criminal justice system and the community; symptomatic aspects of community mistrust, lack of cooperation and misunderstanding. The process of interaction between the criminal justice practitioner and the citizen. Analysis of how relationships are developed, maintained and changed. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade*

**AJ 019 PRINCIPLES OF INVESTIGATION****3 unit***Transfer Credit: CSU**C-ID: AJ 140***Prerequisite(s):** *AJ 010 and AJ 012*

Basic principles of investigative procedures utilized in the United States justice system. Includes human interactions in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources and case preparation. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade***AJ 022 CONCEPTS OF ENFORCEMENT SERVICES****3 unit***Transfer Credit: CSU***Prerequisite(s):** *AJ 012*

Theories, philosophies and concepts related to the role expectations of the enforcement officer. Emphasis on patrol, and public service responsibilities, and their relationship to the administration of justice system. Total of 54 hours lecture.

**Grade Mode:** *Letter Grade***AJ 122 FIELD PRACTICE IN ADMINISTRATION OF JUSTICE****2 unit****Prerequisite(s):** *AJ 012, maintain enrollment in 7 units or more including field practice*

Supervised field experience or employment in Administration of Justice, on-the-job training with local criminal justice agency. Student must meet all requirements of participating agency. Pass/no pass grading. Total of 180 hours laboratory.

**Grade Mode:** *Audit, Pass/No-Pass***AJ 128 USE OF FORCE****1 unit****Prerequisite(s):** *AJ 010*

Methods required for the use of force in the law enforcement field. Preparation for taking law enforcement self-defense test. Protection against persons armed with dangerous and deadly weapons. Demonstration and drill in limited number of holds and come-alongs. Restraint of prisoners and mentally ill persons. Use of baton and application of self-defense kicks and handcuffing techniques. Total of 9 hours lecture and 27 hours laboratory.

**Grade Mode:** *Letter Grade***AJ 185 HOMELAND SECURITY****3 unit****Prerequisite(s):** *AJ 010 and AJ 012*

History, ideology, and tactics used by foreign and domestic terrorist organizations. The United States response to the terrorist threat, countermeasures to prevent or mitigate and recover from acts of terrorism. Case studies of previous terrorist attacks; a working knowledge of weapons of mass destruction; a study of the religious, social, and political paradigms which motivate global terrorism and the impact on American law enforcement. Total of 54 hours lecture.

**Grade Mode:** *Letter Grade***Paralegal Studies****PLGL 134 INTRODUCTION TO PARALEGAL STUDIES****3 unit**

Investigation of the paralegal career. Relationship of attorney and paralegal in decision making and systems procedures. Introduction to law; composition, location and jurisdiction of courts; legal terminology; bibliography, social forces and effect of law. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade***PLGL 135A WILLS, TRUSTS, PROBATE ADMINISTRATION****3 unit****Prerequisite(s):** *Enrollment in or completion of PLGL 134*

Overview of property, wills and general estate planning; overview of probate and probate court, guardianships, conservatorships, elder law, tax-related issues, probate alternatives; probate litigation. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 136 PROPERTY LAW, BANKRUPTCY AND CREDITORS' RIGHTS****3 unit****Prerequisite(s):** *Enrollment in or completion of PLGL 134*

Law of personal property, real property, joint ownership, leases, deeds; drafting problems in real estate transactions; systems of recording, search of public documents, bankruptcy laws and forms; creditors' rights, debtors' exemptions and secured transactions. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 137 LEGAL WRITING AND DRAFTING****3 unit****Prerequisite(s):** *PLGL 134 or PLGL 145A*

Advanced legal drafting and writing and special research projects. Preparation of specific court papers and general legal papers. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 138 PARALEGAL STUDIES FIELD PRACTICE****4 unit****Prerequisite(s):** *Maintain enrollment in 7 units or more including field practice and in Paralegal Studies curriculum*

Supervised field experience or employment in legal office leading to training in systems approach for paralegals (legal assistants). Total of 360 hours field practice.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 139 TORT LAW AND CLAIMS INVESTIGATION****3 unit****Prerequisite(s):** *Enrollment in or completion of PLGL 134*

Intentional torts and negligence, including insurance claims procedures; evaluation of personal injury claims and pleadings used in law offices either in settlement or litigation. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 140 FAMILY LAW AND DISSOLUTION PROCEDURES****3 unit****Prerequisite(s):** *Enrollment in or completion of PLGL 134*

Law and procedure relative to marriage, dissolution, adoption and community property. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass*

**PLGL 141 CIVIL AND CRIMINAL EVIDENCE****3 unit****Prerequisite(s):** *Enrollment in or completion of PLGL 134*

Rules of civil and criminal evidence, admissibility of evidence in court, types of evidence, hearsay evidence and exceptions, expert testimony, and scientific evidence. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 142 LAW OFFICE PROCEDURES AND ETHICS****3 unit****Prerequisite(s):** *Enrollment in or completion of PLGL 134*

Basic objectives of law office management procedures. Coordination of operational skills in a law office. Ethics of the legal profession and the judiciary. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 143 WORKERS' COMPENSATION LAW****3 unit**

Background of Worker's Compensation Law. Relevant statutory and case law, substantive and procedural issues including compensability, benefit structure and tort law relationships of Worker's Compensation. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 145A LEGAL RESEARCH****3 unit****Prerequisite(s):** *Enrollment in or completion of PLGL 134*

Introduction to the technical skills of legal research through the use of a case digest, interpretation of statutes, Shepardizing authorities, and prioritizing authorities. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 145B COMPUTER AIDED LEGAL RESEARCH****1 unit****Prerequisite(s):** *Enrollment in or completion of PLGL 134 and 145A*

On-line legal research using online legal databases and other information available. Composing queries and researching case law, statutes, and legal periodicals. Total of 9 hours lecture and 27 hours laboratory.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 146 COMPUTER USE FOR THE LAW OFFICE****2 unit****Prerequisite(s):** *PLGL 134*

Use of software programs in the law office. Applications include software for word processing, Judicial Council forms, jury instruction preparation, legal calendaring, case management, trial preparation, time keeping, billing, and accounting. Recommended basic word processing skills. Total of 36 hours lecture and 18 hours laboratory.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 147 INTRODUCTION TO E-DISCOVERY****2 unit****Prerequisite(s):** *PLGL 134*

Introduces E-Discovery, the E-Discovery Reference Model ("EDRM"), and the software used in law firms and legal departments for document review. Current trends in the Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure, social media and cloud computing, discovery issues and the practical application of these rules. Intended for students in the Paralegal Studies Program or in the paralegal profession, but open to all students. Total of 36 hours lecture and 18 hours laboratory.

**Grade Mode:** *Letter Grade, Pass/No-Pass***PLGL 148 IMMIGRATION LAW****3 unit****Prerequisite(s):** *Enrollment in or completion of PLGL 134*

Historical background; administration of immigration law; citizenship and nationality; immigration preference system; non-immigrants; visas; removal; refugees and asylum. Total of 54 hours lecture.

**Grade Mode:** *Audit, Letter Grade, Pass/No-Pass***PLGL 150 PARALEGAL STUDIES: WORKFORCE PREPARATION****SEMINAR****1 unit****Prerequisite(s):** *Enrollment in or completion of final semester of Paralegal Studies courses*

Designed to help Paralegal Studies students bridge the gap between the educational institution and the workplace. Resume writing, interviewing for employment, and professional networking. Intended for students in the last semester of the Paralegal Studies Program and earning the Certificate of Achievement. Total of 18 hours lecture.

**Grade Mode:** *Audit, Pass/No-Pass*