

PARALEGAL STUDIES (PLGL)

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*