

# LAW C100: INTRODUCTION TO PARALEGAL STUDIES

Item	Value
Top Code	140200 - Paralegal
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S)

## Course Description

Introductory course covering the relationship between paralegals, attorneys and clients. Topics include structure of the profession, federal and state court systems, ethical standards, legal terminology, investigation techniques, research, case and statute analysis, overview of legal practice areas, and communication. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Apply the practical skills of an entry level paralegal to assignments in a legal setting.
2. Apply understanding of the federal and state court structure to entry level paralegal assignments in a legal setting.
3. Utilize understanding of entry level research and investigative techniques to entry level paralegal assignments in a legal setting.
4. Apply ethical standards to the role of a paralegal in a legal setting.
5. Apply understanding of basic legal concepts in tort, contract, family law, intellectual property, real estate, insurance, wills and trusts, employment law, business organizations, bankruptcy, or environmental law to entry level paralegal assignments in a legal setting.

## Course Objectives

- 1. Explain major tasks paralegals perform.
- 2. Compare and contrast professional associations of paralegals.
- 3. Identify key skills and attributes of the professional paralegal.
- 4. Describe the different types of firms and organizations that hire paralegals.
- 5. Illustrate how law firms are organized and managed.
- 6. Apply important ethical rules governing the conduct of attorneys and paralegals.
- 7. Describe the activities that paralegals are and are not legally permitted to perform.
- 8. Explain the American legal system of case law, constitutional law, statutory law, and administrative law.
- 9. Illustrate organization of the federal court system and the relationship between state and federal jurisdiction.
- 10. Identify how primary and secondary sources differ and how to use each of these types of sources in the research process.

- 11. Explain the basic steps involved in the civil litigation process and the types of tasks that may be required of paralegals during each step of the pretrial phase.
- 12. Describe various phases of a trial and trial-related tasks that paralegals often perform.
- 13. Explain how to prepare for a witness interview and the kinds of skills employed during the interviewing process.
- 14. Describe major categories of crimes and some common types of crimes.
- 15. Demonstrate a basic understanding of legal concepts involved in torts, contracts, family law, intellectual property, real estate, insurance, wills and trusts, employment law, business organizations, bankruptcy, and environmental law.

## Lecture Content

Paralegal Profession Understanding the Role of The Paralegal (2 hours) Identifying Career Opportunities for The Paralegal (2 hours) Review of the Inner Workings of The Law Office (2 hours) Understanding the Various Sources of American Law (2 hours) The Ethical Duties of a Paralegal (2 hours) Understanding Court Structure Federal/State (2 hours) Legal Procedure and Paralegal Skills The Basics of Legal Research and Analysis (2 hours) Becoming Familiar with Online Legal Research (2 hours) The Do s and Don ts of Legal Writing (1.5 hours) Civil Litigation from Complaint Through Trial (2 hours) Civil Trial Procedure (2 hours) How to Conduct an Interview (1.5 hours) How to Investigate a Case (1.5 hours) Understanding Criminal Law and Procedure (2 hours) Key Elements of the Law Overview of Torts (2.5 hours) Learning About Product Liability (1.5 hours) Consumer Law (1.5 hours) Contract Formation and Enforcement (2 hours) Intellectual Property, Patents, Trademark, Copyright (2.5) Understanding Business Organization Structure (2 hours) Real Property Basics (2 hours) Insurance Law (2 hours) Employment Law (2 hours) Family Law (2 hours) Wills Trusts ( 2 hours) Bankruptcy (2 hours) Environmental Law (2 hours) Examinations (6 hours)

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)

## Instructional Techniques

Multiple methods of instruction will be used to enhance student understanding of the paralegal profession. Lectures, discussions, forums, interactive activities, and group projects will be utilized to facilitate the learning process. This class requires the use of various methods of audio visuals such as PowerPoint, audio, and video presentations.

## Reading Assignments

Students will read from the course textbook as well as any other primary and/or secondary readings assigned by the instructor.

## Writing Assignments

Students will be required to complete written homework assignments, prepare a complaint, draft a subpoena, write essays on the exams, and prepare a project paper discussing a topic as assigned by the instructor.

## Out-of-class Assignments

Outside of the classroom, students will complete the required readings; work on assigned papers, reports, and projects; study for tests; conduct

research; and communicate with the instructor and/or fellow students through telephone, email, discussion boards, or virtual chat.

### **Demonstration of Critical Thinking**

Critical thinking will be demonstrated through written assignments, essays on exams, papers, and projects.

### **Required Writing, Problem Solving, Skills Demonstration**

Evaluation of sample legal problem, ethical issues, interview and/or investigation skills, technology trends with oral discussion, or similar assignments.

### **Eligible Disciplines**

Law: J.D. or LL.B NOTE: Courses in aspects of law for application to a particular discipline may be classified, for minimum qualifications purposes in the discipline of the application. Master's degree required.

### **Textbooks Resources**

1. Required Miller, R.; Meinzinger, M. West's Paralegal Today: The Legal Team at Work, 7th ed. Cengage Learning, 2016 Rationale: - Legacy Textbook Transfer Data: Legacy textbook 2. Required Garner, B. Black's Law Dictionary Abridged, 10th ed. Thomson Reuters West, 2015 Rationale: - Legacy Textbook Transfer Data: Legacy textbook

### **Other Resources**

1. Coastline Library