

Application Date
2011-05-11



California Community Colleges

SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM

Paralegal Studies		Margaret Mauldin
TITLE OF PROPOSED PROGRAM Paralegal Studies		CONTACT PERSON Instruction Office Specialist
TITLE OF EXISTING PROGRAM (IF DIFFERENT) 140200		TITLE (760) 384-6257
EXISTING PROGRAM T.O.P. CODE CERRO COSO	EXISTING PROGRAM CONTROL NUMBER 15576	PHONE NUMBER mmauldin@cerrocoso.edu
COLLEGE 08/22/2011	DISTRICT KERN	E-MAIL ADDRESS
PROJECTED START DATE FOR CHANGE		
GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):		
<input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER		

Type of change requested: Check only one.

Add new Certificate of Achievement
 Add Degree to Existing Certificate Program
 Add new Major or Area of Emphasis to Existing Degree

TYPE OF PROGRAM (SELECT ONLY ONE):

A.A. DEGREE
 A.S. DEGREE
 AA-T DEGREE (for transfer)*
 AS-T DEGREE (for transfer)*

CERTIFICATE OF ACHIEVEMENT:

18+ semester (or 27+ quarter) units
 12-18 semester (or 18-27 quarter) units

* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided [here](#).

Planning Summary:

Projected Start Date Projected Annual Completers

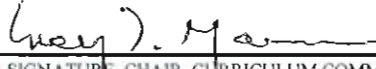


FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	15576	15576
TOP Code	140200	140200
Local Title	Paralegal Studies	Paralegal Studies
Units for Degree Major or Area of Emphasis	30 to 30	
Total Units for Degree		
Certificate Units	0 to 0	31 to 31

REQUIRED SIGNATURES

Title of Proposed Program Paralegal Studies Certificate College Cerro Coso Community College

LOCAL CURRICULUM APPROVAL:

Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

<u>5/12/11</u> DATE	<u></u> SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Corey Marvin, CIC Chair</u> TYPED OR PRINTED NAME
<u>5-18-11</u> DATE	<u></u> SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, Interim V. P. Academic Aff.</u> TYPED OR PRINTED NAME
<u>12 May 2011</u> DATE	<u></u> SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Matthew Crow, Academic Senate Pres,</u> TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

<u>12 May 2011</u> DATE	<u></u> SIGNATURE, ADMINISTRATOR OF CTE	<u>Valerie Karnes, CTE Dean</u> TYPED OR PRINTED NAME
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Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on _____ (date).

_____ DATE	_____ SIGNATURE, CHAIR, REGIONAL CONSORTIUM	_____ TYPED OR PRINTED NAME
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COLLEGE PRESIDENT:

All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

_____ DATE	_____ SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Jill Board, President</u> TYPED OR PRINTED NAME
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DISTRICT APPROVAL (check one):

On _____(date), the governing board of the _____ District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

_____ DATE	_____ SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Serrano</u> TYPED OR PRINTED NAME
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Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

PROGRAM OF STUDY

CC Paralegal Studies Cert Certificate of Achievement

PARALEGAL STUDIES CERTIFICATE: Any student completing the courses required for the Paralegal Studies major qualifies for a certificate in Paralegal Studies. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal.

Career Opportunities in Paralegal Studies

Paralegals, Legal Assistant, Legal secretary, Title Examiner, Legal Support Worker.

Complete all of the following core courses:

BSAD C131	Business Law	3
PARA C101	Intro to Paralegal Studies	3
PARA C105	Legal Ethics	3
PARA C112	Legal Research & Writing I	3
PARA C122	Legal Research & Writing II	3
PARA C130	Civil Lit and Procedure I	3
PARA C140	Civil Lit & Procedure II	3
PARA C290	Paralegal Studies Internship	2

Complete at least 8 units from the following elective courses:

		Units
PARA C150	Law Office Management	3
PARA C220	Bankruptcy Law	3
PARA C230	Probate Law	3
PARA C240	Criminal Law & Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Lit	3
PARA C270	Real Property Law	2
PARA C280	Worker's Compensation Law	2

Total Units

31

PID 458

**Application for Substantial Change to Program – Add Paralegal Studies
Certificate
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Mission

1. Statement of Program Goals and Objectives

The Paralegal Studies program provides courses leading to an Associate of Science degree as well as continuing education for practicing paralegal professionals.

The Paralegal Studies program provides students:

1. Courses to fulfill requirements for an A.S. degree
2. Continuing education throughout their professional career
3. Skills necessary to obtain Paralegal Certification
4. Skills necessary to apply for employment as a paralegal professional or legal assistant
5. Knowledge necessary to seek employment in the legal field

Graduates of the Paralegal Studies program will be able to:

1. Discuss fundamental legal concepts principles
2. Conduct legal research using both primary and secondary sources either printed or electronic versions
3. Evaluate a legal case in regards to adherence to the law and setting precedence
4. Interview clients about a pending legal action
5. Outline the various branches of criminal and civil law
6. Evaluate a legal case from an ethical point of view
7. Use the latest technology utilized by modern law offices
8. Locate local job openings
9. Obtain paralegal certification through the National Association of Legal Assistants (NALA)

2. Catalog Description

The PARALEGAL STUDIES ASSOCIATE OF SCIENCE DEGREE (60 units, 31 in the major) is designed to train students to work in the legal environment either as professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, conducting legal research, interviewing clients, writing legal briefs and court procedures. Career opportunities exist with private attorneys, local court jurisdictions, corporate law offices and independent paralegals.

PARALEGAL STUDIES CERTIFICATE: Any student completing the courses required for the major qualifies for a certificate in Paralegal Studies. (31 Units)

3. Program Requirements

**Application for Substantial Change to Program – Add Paralegal Studies
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1. PROGRAM DESCRIPTION: (60 Units total, 31 units in the major) is designed to prepare students for work in the legal environment as either professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, legal research, client interviews, legal briefs, and court procedures. Career opportunities exist with private attorneys, local court jurisdictions, corporate law offices, and independent paralegals.

COURSES: Complete all of the following courses:

<u>Course Number</u>	<u>Course Name</u>	<u>Units</u>
PARA C101	Intro to Paralegal	3
PARA C105	Legal Ethics	3
PARA C112	Legal Research & Writing I	3
PARA C122	Legal Research & Writing II	3
PARA C130	Civil Litigation and Procedure I	3
PARA C140	Civil Litigation and Procedure II	3
PARA C290	Paralegal Internship	2
BSAD C131	Business Law	3
		23

Select a minimum of 8 units from the following courses:

<u>Course Number</u>	<u>Course Name</u>	<u>Units</u>
PARA C150	Law Office Management	3
PARA C220	Bankruptcy Law	3
PARA C230	Probate Law	3
PARA C240	Criminal Law and Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Litigation	3
PARA C270	Real Property Law	2
PARA C280	Worker's Compensation Law	2

Complete general education requirements and electives for a minimum of 60 total units.

General Education Recommendations

4. Background and Rationale

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Part of the mission of Cerro Coso is to provide high quality degree curricula in lower division professional/technical/occupational education. In accordance with this mission, the college would like to *add this certificate* to the existing Associates Degree in Paralegal Studies.

The proposed Paralegal Studies Certificate will serve the needs of two groups of students. The primary group will be those students pursuing an associate's degree in Paralegal Studies. The secondary group will be professional paralegals seeking continuing education opportunities. Courses in the program may also attract students contemplating law school or persons representing themselves in legal actions.

In California, a new law effective January 1, 2000, limits the use of the title "paralegal." A professional who uses the title "paralegal" must work under the supervision of a licensed attorney. This is an effort to differentiate the paralegal from the Legal Document Assistant (LDA), a independent paralegal not working under the supervision of an attorney. The LDA license is available in every county in California. The requirements range from the minimum of a high school diploma plus two years experience working for an attorney to graduation from a regionally accredited paralegal program. The proposed certificate prepares students for both positions. Students who wished to work independently upon graduation would be eligible for the LDA license.

As distance learning continues to expand, there will be more demand for quality programs and a wider scope of degrees offered. Cerro Coso has the distinct advantage of having launched the first paralegal program online in California in 2004. The primary target market for the added certificate is in-state students because of the relatively low fees that enable them to attend a community college.

The Paralegal Studies A. S. Degree program is also being updated to indicate 31 units in the major, a one unit change from the original program submitted in 2004.

Need

5. Enrollment and Completer Projections

The Paralegal Studies certificate program will serve the needs of two groups of students. The primary group will be those students pursuing an associate's degree in Paralegal Studies. The secondary group will be professional paralegals seeking continuing education opportunities. Courses in the program may also attract students contemplating law school or persons representing themselves in legal actions. Anticipated completers of the certificate: 10 per year.

6. Place of Program in Curriculum/Similar Programs

The Paralegal Studies occupational program is now completing the fifth year offered at Cerro Coso Community College. This certificate gives dimension to the Business

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programs area of the college. The program requires one course from the Business area, Business Law.

7. Similar Programs at Other Colleges in Service Area

Within commuting distance to any campus of Cerro Coso Community College, there is no paralegal program which offers an associate's degree. There is one private vocational school that offers a paralegal certificate in the city of Bakersfield, which is one hour away from our Kern River Valley Campus. Neither of the other two colleges in the Kern Community College District offers this degree. CSU Bakersfield offers a Paralegal Certificate through the extension division, however, students must already hold a baccalaureate degree for admission into this program.

8. Labor Market Information

Paralegal Studies, now in the fifth year of existence is expanding to meet the documented labor market demand for degree and certificate completers. The number of jobs is growing and our ability to fill employer needs is also growing. However, in the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, paralegal positions required by aerospace contractors and the naval air warfare center at China Lake are not captured in reporting systems because the corporate offices are located outside our service area. We are expecting to increase completers to fill these needs as the program is gaining momentum in both (local) certificate and Paralegal Studies Associate of Science Degree completers. All completions from this program, 11 total, have been in the past three years.

Job Market Analysis

The Paralegal profession began in the 1960's and has grown steadily over the last few decades. In California, a new law effective January 1, 2000, limits the use of the title "paralegal." A professional who uses the title "paralegal" must contract with or be employed by a licensed attorney and possess one of the following:

1. A certificate of completion from a paralegal program approved by the American Bar Association.
2. A certificate of completion or degree from a paralegal program of a postsecondary institution that requires the completion of a minimum of 24 semester, or equivalent, units in law-related courses.
3. A baccalaureate degree or advanced degree in any subject and one year of experience under the supervision of a licensed attorney.
4. A high school diploma and three years of experience under the supervision of a licensed attorney.

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This relatively new law presents new training opportunities for community colleges because many current persons working as paralegals do not qualify under this new law. Our employer survey reported in the next section confirms that many legal assistants now employed in Kern County will be enrolled in program when it becomes available.

As cited in the Labor Market Information section, the paralegal profession had been experiencing rapid growth over the last few years and growth is expected to continue. The new law in California also mandates continuing education for paralegals which provides another target market for Cerro Coso. Because of our reputation of providing quality online education, we should have good marketing results promoting continuing education online for paralegals.

Adjunct faculty members would be evaluated once during the first year of the program and thereafter, every three semesters. Syllabi are submitted before the start of each term to the Office of Instruction. Faculty members would be expected to attend available training and teaching seminars, especially those aimed at legal studies and distance learning. It is anticipated that a full time instructor could be hired for year three of the program and that instructor would follow the evaluation plan set forth in the faculty contract at the time of hire.

9. The entire set of curricula are up-to-date. Courses are in Curricunet.
10. No further resources are required as this program is already offered over a two year period and no further sections will be required to allow students to achieve the 31 unit certificate.

**PCERRO COSO COMMUNITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

Approved: Updated 12/7/07; CB03 & CB09 Corrections 9/25/09

Course TOPS Code: 0501.00

Classification: A

Transferability: A/UC/CSU

Stand-Alone Status:

Not Stand-Alone: Business, Business Management, Paralegal Studies

Blanket Approval:

Stand-Alone:

Other Dates of Approval

Content Review: Updated 12/7/07

Online Delivery: Updated 12/7/07

CSU Cert: N/A

IGETC: N/A

UC Transfer: Summer 2000

Stand-Alone: N/A

1. SUBJECT DISCIPLINE AND COURSE NUMBER: BSAD C131
2. COURSE TITLE: Business Law
3. UNITS: 3.0
4. INSTRUCTIONAL METHODS / TOTAL HOURS: 54

Lecture	54
Lab	
Activity	
Open Lab	
Work Experience	
5. REQUISITES:

Prerequisite	
Co-requisite	
Advisory	Level 1 Reading, Level 1 Writing
6. CATALOG COURSE DESCRIPTION: This course introduces students to the legal environment of business and the American legal system. Students will examine contracts in depth and agency law. The course will include a study of the governmental regulation of business and the relationship between administrative/legislative (state and federal) law, and business ethics.
7. STUDENT LEARNING OUTCOMES: Upon successful completion of the course, the student will be able to
 - A. Understand the legal system, legal ethics and the applicability in both State and Federal Courts. The assessment will be by discussion and examination using rubrics for discussion and essay/short answer in the examinations.
 - B. Discuss the impact of the American Legal System on business, employer, and employee relations (operating principles and activities); including leadership (CEO), management (line

supervisors) functions, and employee functions. The assessment will be by in-classroom discussion, examination-using rubrics for discussion and essay/short answer in the examinations.

- C. Recognize the importance of understanding Contract, Tort, Criminal and other statutory laws. The assessment will be by in-classroom discussion and examination using rubrics for discussion and essay/short answer in the examinations.
- D. Define the elements of contracts, a contractual agreement, and the guidelines for the interpretation of contracts, which includes the nature of real and personal property. The assessment will be by in-classroom discussion and examination using rubrics for discussion and essay/short answer in the examinations.
- E. Describe the common law and Uniform Commercial Code of Contracts. The assessment will be by in-classroom discussion and examination using rubrics for discussion and essay/short answer in the examinations.
- F. Recognize the regulatory issues that affect the business environment and components of agency law. The assessment will be by in-classroom discussion and examination using rubrics for discussion and essay/short answer in the examinations.

8. DETAILED TOPICAL OUTLINE:

- A. Introduction of Law (A-F)
 - 1. Definitions of law, order, and justice
 - 2. Origins of business law
 - 3. Purpose of legal system
- B. Business Ethics (A-F)
 - 1. Ethical theories
 - 2. Ethical decision making
 - 3. Framework for business ethics
- C. International Law (C-F)
 - 1. Application to U.S. business
 - 2. Trade zones
 - 3. Trade agreements
- D. American Legal System (A-B)
 - 1. Court jurisdictions
 - 2. Federal constitution
 - 3. Federal courts
 - 4. State courts
- E. Dispute Resolution (A-B)
 - 1. Process of litigation
 - 2. Civil suit
 - 3. Alternatives
- F. Tort Law (C)
 - 1. Intentional torts
 - 2. Negligence
 - 3. Liability
- G. Criminal Law (C)
 - 1. Objectives
 - 2. Seriousness of the offense
 - 3. Defenses
- H. Introduction to Contract Law (C-E)
 - 1. Importance
 - 2. Elements
 - 3. Classifications
- I. Contractual Agreement (C-E)
 - 1. Objective theory
 - 2. Offer and acceptance
 - 3. Mutual assent

- J. Consideration (C-E)
 - 1. The bargain
 - 2. Definition of consideration
 - 3. Absence of consideration
- K. Contractual Capacity (C-E)
 - 1. Legal capacity
 - 2. Specific individuals
 - 3. Reality of consent
- L. Proper Form (C-E)
 - 1. Legality of subject matter
 - 2. Malum in se and malum prohibitum bargains
 - 3. Parole evidence rule
 - 4. Exceptions
- M. Third Parties (C-E)
 - 1. Judicial interpretation
 - 2. Third party beneficiary
 - 3. Assignments
 - 4. Uniform commercial code provisions
- N. The Sales Contract (E)
 - 1. Formation of a contract
 - 2. Warranties and product liability
- O. Negotiable Instruments (F)
 - 1. Negotiability
 - 2. Holders in due course
 - 3. Liability and discharge
- P. Debtor-Creditor Relations (F)
 - 1. Secured transactions
 - 2. Bankruptcy
- Q. Agency Law (F)
 - 1. Creation of an agency
 - 2. Liability for contracts
 - 3. Liability for torts and crimes
- R. Government Regulation of Business (F)
 - 1. Antitrust law
 - 2. Consumer protection
 - 3. Environmental protection
 - 4. Labor and fair employment practice
- S. Real and Personal Property (A-F)
 - 1. Real property
 - 2. Personal property
 - 3. Intellectual property
 - 4. Wills, estates, and trusts

9. LAB CONTENT DESCRIPTION (if applicable): None

10. METHODS OF PRESENTATION: Course instructional methods may include but are not limited to

- A. Classroom lecture
- B. Group Discussion
- C. Oral presentation and individual/ team essay submission
- D. Quiz, Mid-Term and Final Examinations

11. ASSIGNMENTS AND METHODS OF EVALUATION: Assessment of student performance may include but is not limited to

- A. Class Discussion Question and Answer (A-F)

- B. Oral presentation by individual/team essay (A-F)
 - C. Examination (A-F)
12. OUT OF CLASS ASSIGNMENTS:
- A. Reading
 - B. Individual/team legal research for oral presentation in classroom.
 - C. Examination, Essay, and Short Answer Questions.
13. REQUIRED TEXTS: Reading assignments are required and may include but are not limited to
- Beatty, J. F. & Samuelson, S. S. (2007). *Introduction to Business La.* 2ND ed. Business Edition.
Mason, OH: Thomson and West Publishing.
14. REPEATABILITY: None
15. GRADING METHOD: Standard Letter Grade
16. CREDIT BY EXAM: No
17. MATERIALS FEE: None
- If yes, justification:
18. SAM CODE: C
19. PROGRAM IDENTIFICATION: Business, Business Management, Paralegal Studies
20. GENERAL EDUCATION APPLICABILITY:
- Cerro Coso
 - CSU Cert
 - IGETC
21. COURSE DISCIPLINE LIST: Business, Business Education, Law

**CERRO COSO COMMUNITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

Approved: Updated 4/25/08

Course TOPS Code: 1402.00

Classification: I

Transferability: A/CSU

Stand-Alone Status:

Not Stand-Alone: Paralegal Studies

Blanket Approval:

Stand-Alone:

Other Dates of Approval

Content Review: Updated 4/25/08

Online Delivery: Updated 4/25/08

CSU Cert:

IGETC:

UC Transfer:

Stand-Alone:

1. SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C101
2. COURSE TITLE: Introduction to Paralegal Studies
3. UNITS: 3.0
4. INSTRUCTIONAL METHODS / TOTAL HOURS: 54

Lecture	54
Lab	
Activity	
Open Lab	
Work Experience	
5. REQUISITES:

Prerequisite	
Co-requisite	
Advisory	Level 1 Reading, Level 1 Writing
6. CATALOG COURSE DESCRIPTION: This course introduces students to the field of paralegal studies and examines the role of the paralegal in the legal profession. Students complete practical exercises designed to acquaint them with the varied procedures carried out by paralegals in a typical law practice. Research and case analysis are used to familiarize the student with the various types of law and legal documents.
7. STUDENT LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the course, the student will be able to
 - A. Outline the qualifications required to work in the paralegal field. This will be assessed through discussion and evaluated using a rubric.
 - B. Describe how a law office may be organized and the major functions and duties/restrictions on the paralegal. This will be assessed by an examination.
 - C. Describe how the court system is organized. The assessment will be by examination.

- D. Explain the basics of legal research. This will be assessed by students doing actual research and posting results in discussion area. The discussion is graded using a rubric.
- E. Outline and present how the discovery process, depositions, and motions. The assessment will be measured by examination.
- F. Analyze the basics of a law (civil, criminal, and alternative dispute resolutions) to support legal system, attorneys, corporation, and potential law office client. The assessment will be measured by examination.

8. DETAILED TOPICAL OUTLINE:

- A. Introduction to Paralegal Studies (A-F)
 - 1. Definition of a paralegal
 - 2. Paralegal work as a profession
 - 3. Paralegal associations
- B. Case Law (D-F)
 - 1. Definition and purpose of the law
 - 2. Sources of law
 - 3. Civil vs. criminal law
- C. Client Interviews (A-B)
 - 1. Attorney-client privilege
 - 2. The initial interview
 - 3. Evaluating the case
- D. Researching the Case (C-D)
 - 1. Organization of the courts
 - 2. Reading cases
 - 3. Citations
 - 4. Briefs
- E. Legal Analysis (D-F)
 - 1. The issues
 - 2. Statues
 - 3. Using digests
 - 4. Memorandums
- F. Initiating the Case (C-F)
 - 1. Collection of Judgments
 - 2. Fee agreements
 - 3. Planning litigation
 - 4. Jurisdiction and venue

9. LAB CONTENT DESCRIPTION (if applicable): None.

10. METHODS OF PRESENTATION: Course instructional methods may include but are not limited to

- A. Posted Lecture each week
- B. Group Discussion: Instructor posted questions.
- C. Individual Essay or Short Answer
- D. Quiz, Mid-Term and Final Examinations

11. ASSIGNMENTS AND METHODS OF EVALUATION: Assessment of student performance may include but is not limited to

- A. Class Discussion Question and Answer (A-F)
- B. Essay and Short Answer Questions (A-F)
- C. Examination (A-F)

12. OUT OF CLASS ASSIGNMENTS:

- A. Reading
 - B. Discussion On-Line in conjunction with legal research.
 - C. Examination, Essay, and Short Answer Questions
13. REQUIRED TEXTS: Reading assignments are required and may include but are not limited to
- A. Miller, R. L. & Urisko, M. M. (2008). *West's Paralegal Today: The Essentials*. 4th ed. New York: Thompson-Delmar Learning.
 - B. Suggested optional text: Gifis (2003). *Baron's Law Dictionary*. 4th ed. Hauppauge, NY: Barron Publications.
14. REPEATABILITY: None
15. GRADING METHOD: Standard Letter Grade
16. CREDIT BY EXAM: None
17. MATERIALS FEE: None
- If yes, justification:
18. SAM CODE: C
19. PROGRAM IDENTIFICATION: Paralegal Studies
20. GENERAL EDUCATION APPLICABILITY:
 Cerro Coso
 CSU Cert
 IGETC
21. COURSE DISCIPLINE LIST: Law, Legal Assisting

SIGNATURE PAGE

SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C101

Anthony R. Damiano COURSE PROPOSER	11/20/07 DATE
Dr. Dennis I. VanderWerff CIC CHAIR	11/21/07 DATE
Dr. James Fay VICE PRESIDENT OF ACADEMIC AFFAIRS	5/7/08 DATE

**CERRO COSO COMMUNITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

Approved: New 4/25/08

Course TOPS Code: 1402.00

Classification: I

Transferability: A/CSU

Stand-Alone Status:

Not Stand-Alone: Paralegal Studies

Blanket Approval:

Stand-Alone:

Other Dates of Approval

Content Review: New 4/25/08

Online Delivery: New 4/25/08

CSU Cert:

IGETC:

UC Transfer:

Stand-Alone:

1. SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C105
2. COURSE TITLE: Legal Ethics
3. UNITS: 3.0
4. INSTRUCTIONAL METHODS / TOTAL HOURS: 54

Lecture	54
Lab	
Activity	
Open Lab	
Work Experience	
5. REQUISITES:

Prerequisite	
Co-requisite	
Advisory	Level 1 Reading, Level 1 Writing
6. CATALOG COURSE DESCRIPTION: This course in legal ethics prepares students to understand complex concepts of legal careers because all legal professionals are required to act with the same professional care as attorneys. Legal ethics provides a thorough and substantive analysis of the major principles that affect how the practice of law is regulated.
7. STUDENT LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the course, the student will be able to
 - A. Identify the common ethical duties of the legal team in advertising, solicitation of clients, fees, fee sharing. The assessment is through examination and scored by a rubric.
 - B. Define the ethical code of paralegals and explain duty of confidentiality and attorney-client privilege. The assessment is through examination and scored by a rubric.
 - C. Define and relate criteria for unlawful practice of law. The assessment is through examination and scored by a rubric.

- D. Relate conflict of interest to situations in client relationships and other miscellaneous ethical issues. The assessment is through examination and scored by a rubric.
8. DETAILED TOPICAL OUTLINE:
1. Introduction to Legal Ethics (A-D)
 - a. Members of the team
 - b. Duties and responsibilities
 2. Paralegal's Ethics in the Work Place (C)
 - a. Unauthorized Practice of Law
 - b. Recognizing ethical issues of client relations
 - c. Meeting the needs of the attorney in case management
 3. Ethical Regulations and Issues (B)
 - a. Ethical codes
 - b. Attorney-client privilege
 - c. Conflict of Interest
 4. Conflict of Interest Policies and Procedures (A, D)
 - a. Staff manuals
 - b. Topics for staff manuals
 - c. Electronic access
 5. Client Communication (A, D)
 - a. Rules for advertising ethically
 - b. Solicitation of clients
 6. Client Fees, Timekeeping and Billing (A, D)
 - a. Legal fee agreements
 - b. Timekeeping systems
 - c. Billable vs. non-billable
 - d. Corporate & government billing
 - e. Trust/Escrow accounts
 7. Fee Sharing (A-D)
 - a. Ethical considerations for the distribution of fees
 - b. Attorney and non-attorney relations
 8. Legal Malpractice (A-D)
 - a. Types of malpractice
 - b. Prevention of malpractice
9. LAB CONTENT DESCRIPTION (if applicable): None.
10. METHODS OF PRESENTATION: Course instructional methods may include but are not limited to
- A. Posted Lecture each week
 - B. Group Discussion: Instructor posted questions.
 - C. Individual Essay or Short Answer
 - D. Quiz, Mid-Term and Final Examinations
11. ASSIGNMENTS AND METHODS OF EVALUATION: Assessment of student performance may include but is not limited to
- A. Class Discussion Question and Answer (A-D)
 - B. Essay, Short Answer, and Multiple Choice Questions (A-D)
 - C. Examination (A-D)

12. OUT OF CLASS ASSIGNMENTS:
 - A. Reading
 - B. Individual/team legal research for written presentation online.
 - C. Examination, Essay, and Short Answer Questions.
13. REQUIRED TEXTS: Reading assignments are required and may include but is not limited to
Kauffman, K. (2008). *Legal Ethics*. Clifton Park, NY: Cengage Learning.
14. REPEATABILITY: None
15. GRADING METHOD: Standard Letter Grade
16. CREDIT BY EXAM: None
17. MATERIALS FEE: None
If yes, justification:
18. SAM CODE: C
19. PROGRAM IDENTIFICATION: Paralegal Studies
20. GENERAL EDUCATION APPLICABILITY:
Cerro Coso
CSU Cert
IGETC
21. COURSE DISCIPLINE LIST: Law, Legal Assisting, Paralegal Studies

SIGNATURE PAGE

SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C105

Anthony R. Damiano COURSE PROPOSER -	March 31, 2008 DATE
Dr. Dennis VanderWerff CIC CHAIR -	4/8/08 DATE
Dr. James Fay VICE PRESIDENT OF ACADEMIC AFFAIRS	5/7/08 DATE

**CERRO COSO COMMUNITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

Approved: New 4/25/08

Course TOPS Code: 1402.00

Classification: I

Transferability: A/CSU

Stand-Alone Status:

Not Stand-Alone: Paralegal Studies

Blanket Approval:

Stand-Alone:

Other Dates of Approval

Content Review: New 4/25/08

Online Delivery: New 4/25/08

CSU Cert:

IGETC:

UC Transfer:

Stand-Alone:

1. SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C112
2. COURSE TITLE: Legal Research & Writing I
3. UNITS: 3.0
4. INSTRUCTIONAL METHODS / TOTAL HOURS: 54

Lecture	54
Lab	
Activity	
Open Lab	
Work Experience	
5. REQUISITES:

Prerequisite	
Co-requisite	
Advisory	Level 1 Reading, Level 1 Writing
6. CATALOG COURSE DESCRIPTION: This course provides students with the knowledge and tools to properly complete legal research. The class will examine both primary and secondary sources. Students will learn to use correct citation form and complete several research assignments. Focus will be on researching Federal and state law using both Internet sources and electronic databases.
7. STUDENT LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the course, the student will be able to
 - A. Identify and describe the primary and secondary sources from a typical law library for legal research using comparison of legal resources in the library and on an Internet legal web-site. The assessment will be by examination.

- B. Compare, evaluate, and select appropriate legal cases, statutes or regulations to support completion of information gathering on a single, multiple, and interrelated legal issues. The assessment will be examination.
 - C. Understand the structure and operation of the Constitution. The assessment will be by examination.
 - D. Apply legal principles to bring a research problem to form logical legal closure for the legal issue and using correct citation form in the legal document presented. The assessment will be by examination.
8. DETAILED TOPICAL OUTLINE:
1. Sources of Law (A – D)
 - a. Common law
 - b. Stare decisis
 - c. Jurisprudence constante
 2. Federal Law (A –D)
 - a. The U.S. Constitution
 - b. Congressional law
 - c. Federal judicial power
 3. State Law (A – D)
 - a. State jurisdiction
 - b. State government structure
 4. Law Libraries (A – D)
 - a. Law collections
 - b. Federal depositories
 - c. Typical layout
 5. Secondary Sources (A - D)
 - a. Encyclopedias
 - b. Treatises
 - c. Legal directories
 6. Secondary Publications (A, D)
 - a. Law journals and reviews
 - b. Legal newspapers
 - c. Digests
 7. Judicial Branch (C, D)
 - a. Court structure
 - b. Reading cases
 - c. Setting precedent
 - d. Reporters and looseleaf services
 8. Primary Sources (A,D)
 - a. Constitutions
 - b. Statutes
 - c. Court rules
 - d. Administrative law
 9. Citations (D)
 - a. Case citations
 - b. Citation manuals
 - c. Basic citation form
 10. Citators (C, D)
 - a. Shepard's
 - b. KeyCite
 11. The Research Process (A, D)
 - a. The research journal
 - b. Locate sources
 - c. Finishing the research
 12. Researching topically (A, D)
 - a. Stating the issue
 - b. Choosing key terms

- c. Topic analysis
 - 13. Computer Assisted Legal Research (D)
 - a. LexisNexus
 - b. Westlaw
 - c. Databases
 - 14. Research on the Internet (A,D)
 - a. Law related search Engines
 - b. E-mail discussion groups
 - c. PDF documents
 - 15. Cyberlaw (D)
 - a. Intellectual Property Law
 - b. Free vs. Fee based
 - c. Copyright concerns
9. LAB CONTENT DESCRIPTION (if applicable): None.
 10. METHODS OF PRESENTATION: Course instructional methods may include but are not limited to
 - A. Group Discussion
 - B. Individual written assignments
 - C. Quiz, Mid-Term and Final Examinations
 11. ASSIGNMENTS AND METHODS OF EVALUATION: Assessment of student performance may include but is not limited to
 - A. Group Discussion (A-D)
 - B. Individual written assignments (A-D)
 - C. Examination (A-D)
 12. OUT OF CLASS ASSIGNMENTS:
 - A. Reading
 - B. Individual written assignments.
 - C. Examination, Essay, and Short Answer Questions.
 13. REQUIRED TEXTS: Reading assignments are required and may include but are not limited to

Bast, C. & Hawkins, M. (2006). *Foundations of Legal Research & Writing*. 3rd ed. Mason, OH: West Legal Studies.
 14. REPEATABILITY: None
 15. GRADING METHOD: Standard Letter Grade
 16. CREDIT BY EXAM: None
 17. MATERIALS FEE: None
 18. SAM CODE: C
 19. PROGRAM IDENTIFICATION: Paralegal Studies
 20. GENERAL EDUCATION APPLICABILITY:
 - Cerro Coso
 - CSU Cert
 - IGETC
 21. COURSE DISCIPLINE LIST: Law, Legal Assisting

SIGNATURE PAGE

SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C112

_____ Thomas J. Purcell, Sr. COURSE PROPOSER	_____ 2/29/08 DATE
_____ Dr. Dennis VanderWerff CIC CHAIR	_____ 2/29/08 DATE
_____ Dr. James Fay VICE PRESIDENT OF ACADEMIC AFFAIRS	_____ 3/29/08 DATE

**CERRO COSO COMMUNITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

Approved: New 4/25/08

Course TOPS Code: 1402.00

Classification: I

Transferability: A/CSU

Stand-Alone Status:

Not Stand-Alone: Paralegal Studies

Blanket Approval:

Stand-Alone:

Other Dates of Approval

Content Review: New 4/25/08

Online Delivery: New 4/25/08

CSU Cert:

IGETC:

UC Transfer:

Stand-Alone:

1. SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C122
2. COURSE TITLE: Legal Research & Writing II
3. UNITS: 3.0
4. INSTRUCTIONAL METHODS / TOTAL HOURS: 54

Lecture	54
Lab	
Activity	
Open Lab	
Work Experience	
5. REQUISITES:

Prerequisite	
Co-requisite	
Advisory	Level 1 Reading, Level 1 Writing
6. CATALOG COURSE DESCRIPTION: This course focuses on the principles of drafting legal documents and the fundamentals of legal analysis. Students will practice writing legal memorandums, court briefs, and correspondence. Students are introduced to the tools and elements of legal analysis including statutory analysis, case law briefs, issue identification, and counter-analysis.
7. STUDENT LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the course, the student will be able to
 - A. Identify and differentiate between the legal writing process for various types of legal documents including preparation of expanded outline, legal memorandum, and court brief. This will be measured by project and scored with a rubric.
 - B. Examine and analyze a court case. This will be measured by examination and scored with a rubric.

- C. Discuss the four steps of the Issue, Rule, Analysis, and Conclusion (IRAC) legal process. This will be measured by examination.
- D. Analyze a statute and apply it to a specific problem. This will be measured by project and scored using a rubric.
- E. Compose a statement of the issue narrowly and comprehensively including identification of key facts. This will be measured by essay/short answer and scored using a rubric.
- F. Discuss the techniques of counter-analysis. This will be measured by essay/short answer and scored using a rubric.

8. DETAILED TOPICAL OUTLINE:

- A. Legal Writing Process (A-F)
 - 1. Goal of legal writing
 - 2. 3 stages of the process
 - 3. Research suggestions
- B. Writing Fundamentals (A)
 - 1. Composing sentences and paragraphs
 - 2. Word selection
 - 3. Grammar review
 - 4. Punctuation review
- C. Legal Memorandum Assignment (A-F)
 - 1. Statement of the assignment
 - 2. Statement of the issue
 - 3. Statement of facts
- D. Completing the Legal Memorandum (A-F)
 - 1. Rule of law
 - 2. Application of rule of law
 - 3. Counter-analysis
 - 4. Conclusion
- E. Court Briefs (A-F)
 - 1. Differences and similarities to a memorandum
 - 2. Trial court briefs
 - 3. Appellate court briefs
- F. Basic Legal Correspondence (A-C)
 - 1. Components of a letter
 - 2. Information letter
 - 3. Opinion letter
 - 4. Demand/Advocacy letter
- G. IRAC Analysis (A-C)
 - 1. The issue
 - 2. The rule
 - 3. The analysis
 - 4. The conclusion
- H. Statutory Analysis (A-F)
 - 1. Components of a statute
 - 2. Analysis process
 - 3. General considerations
- I. Case Law (A-F)
 - 1. Sources of court opinions
 - 2. Elements of a case
 - 3. Reading a case
- J. Case Analysis (A-F)
 - 1. Brief of an opinion
 - 2. Composite brief
 - 3. Fact comparison
- K. Determining Facts (A-F)
 - 1. Irrelevant facts

- 2. Background facts
 - 3. Client's case
 - L. Issue Identification (C, D, E, F)
 - 1. Elements of the issue
 - 2. The issue of the client's case
 - 3. Multiple issues
 - M. Stating the issue (C, D, E)
 - 1. Broad vs. narrow
 - 2. Law component
 - 3. Question component
 - 4. Key facts component
 - N. Case law application (C, D, E)
 - 1. Precedent
 - 2. Stare decisis
 - 3. Is the case on point
 - O. Counter-analysis (F)
 - 1. Purpose of counter-analysis
 - 2. Some techniques
 - 3. Use in briefs and memorandums
13. REQUIRED TEXTS: Reading assignments are required and may include but are not limited to
 Bast, C. M. & Hawkins, M. (2006). *Foundations of Legal Research and Writing*. 3rd ed. Clifton Park, NY: Thomson-Delmar Publishing.
14. REPEATABILITY: None
15. GRADING METHOD: Standard Letter Grade
16. CREDIT BY EXAM: None
17. MATERIALS FEE: None
- If yes, justification:
18. SAM CODE: C
19. PROGRAM IDENTIFICATION: Paralegal Studies
20. GENERAL EDUCATION APPLICABILITY:
 Cerro Coso
 CSU Cert
 IGETC
21. COURSE DISCIPLINE LIST: Law, Legal Assisting

SIGNATURE PAGE

SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C122

Thomas J. Purcell COURSE PROPOSER	2/29/08 DATE
Dr. Dennis I. VanderWerff CIC CHAIR	2/29/08 DATE
Dr. James Fay VICE PRESIDENT OF ACADEMIC AFFAIRS	5/7/08 DATE

**CERRO COSO COMMUNITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

Approved: Update 4/25/08

Course TOPS Code: 1402.00

Classification: I

Transferability: A/CSU

Stand-Alone Status:

Not Stand-Alone: Paralegal Studies

Blanket Approval:

Stand-Alone:

Other Dates of Approval

Content Review: Update 4/25/08

Online Delivery: Update 4/25/08

CSU Cert:

IGETC:

UC Transfer:

Stand-Alone:

1. SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C130
2. COURSE TITLE: Civil Litigation and Procedure I
3. UNITS: 3.0
4. INSTRUCTIONAL METHODS / TOTAL HOURS: 54

Lecture	54
Lab	
Activity	
Open Lab	
Work Experience	
5. REQUISITES:

Prerequisite	PARA C112
Co-requisite	
Advisory	
6. CATALOG COURSE DESCRIPTION: This course prepares the paralegal student for the litigation process and the rules that guide that process. Students learn the steps involved in bringing a civil suit to trial and the development of the case to the appellate process. Students examine the process of discovery and the preparation of a pleading.
7. STUDENT LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the course, the student will be able to
 - A. Outline the main steps in a civil lawsuit. The assessment is by examination scored by a rubric.
 - B. Find the procedural rules in any given court jurisdiction. The assessment is by examination scored by a rubric.
 - C. Define a pleading and discuss how it is prepared. The assessment is by examination scored by a rubric.

- D. Discuss discovery, the rules associated with discovery, and outline the preparation of a response to a discovery request. The assessment is by examination scored by a rubric.
- E. Describe the process of choosing a court and the type of court papers necessary. The assessment is by examination scored by a rubric.
- F. Discuss the paper flow in a litigation office. The assessment is by examination scored by a rubric.

8. DETAILED TOPICAL OUTLINE:

- A. Introduction to Civil Procedure (A-F)
 - 1. The main phases of a lawsuit
 - 2. Role of the paralegal
 - 3. Terminology
- B. Courts and Filings (C-F)
 - 1. Federal and appellate courts
 - 2. State courts
 - 3. How to choose a court
- C. Court Procedures (E-F)
 - 1. Federal procedure
 - 2. State law procedural questions
 - 3. Specialty cases
- D. Pre-filing Phase (D)
 - 1. Fact gathering
 - 2. Positioning the case
 - 3. Settlement negotiation
 - 4. Other considerations
- E. Pleadings (C-D)
 - 1. Complaint
 - 2. Service of process
 - 3. Service of answer
 - 4. Choice of forum
- F. Claims Workshop (C)
 - 1. Issues of a claim
 - 2. How to write an issues outline
- G. Choosing a Court Workshop (E-F)
 - 1. The importance of the forum
 - 2. Instructions for choosing
 - 3. Exercise in choosing a court
- H. Working up a Case Workshop (B-F)
 - 1. Case workup
 - 2. Interviewing and investigating
 - 3. Settlement demand steps
- I. Court Papers Workshop (B-C)
 - 1. How to follow the rules
 - 2. Instructions and exercise
- J. Complaint Drafting Workshop (A-F)
 - 1. Preparatory steps
 - 2. Drafting steps
 - 3. Concluding steps
- K. Serving the Complaint Workshop (B-F)
 - 1. How to serve a summons
 - 2. Instructions and exercise
- L. Paper Flow Workshop (B-F)
 - 1. How to serve court papers
 - 2. How to compute deadlines
 - 3. Setting deadlines
- M. Drafting Responsive Pleadings Workshop (B-F)
 - 1. Alternatives to filing an answer

2. Instructions for answer drafting
 3. Pleading exercise
 - N. Discovery (D-F)
 1. Depositions
 2. Other documents
 3. Disclosure statements
 4. Enforcement
 - O. Document Discovery Workshop (D-F)
 1. Strategy and goals
 2. Tools of discovery
 3. Instructions and exercise
 - P. Written Discovery Workshop (D-F)
 1. Procedures for interrogation
 2. Instructions and exercise
 - Q. Disclosure Rules Workshop (A-F)
 1. Mandatory disclosure
 2. Instructions and exercise
 - R. Depositions Workshop (A-F)
 1. Working with witnesses
 2. Instructions and exercise
9. LAB CONTENT DESCRIPTION (if applicable): None
10. METHODS OF PRESENTATION: Course instructional methods may include but are not limited to
- A. Posted Lecture each week
 - B. Group Discussion: Instructor posted questions.
 - C. Individual Essay, Short Answer, or Multiple Choice
 - D. Quiz, Mid-Term and Final Examinations
11. ASSIGNMENTS AND METHODS OF EVALUATION: Assessment of student performance may include but is not limited to
- A. Class Discussion Question and Answer (A-F)
 - B. Essay, Short Answer, and Multiple Choice Questions (A-F)
 - C. Examination (A-F)
12. OUT OF CLASS ASSIGNMENTS:
- A. Reading
 - B. Discussion On-Line in conjunction with legal research.
 - C. Examination, Essay, Short Answer, and Multiple Choice Questions
13. REQUIRED TEXTS: Reading assignments are required and may include but are not limited to
- Kerley, P. N., Hames, J. B., & Sukeys, P. A. (2005). *Civil Litigation For The Paralegal*. 4th ed. New York: Thompson-West.
14. REPEATABILITY: None
15. GRADING METHOD: Standard Letter Grade
16. CREDIT BY EXAM: None
17. MATERIALS FEE: None

If yes, justification:

18. SAM CODE: C
19. PROGRAM IDENTIFICATION: Paralegal Studies
20. GENERAL EDUCATION APPLICABILITY:
Cerro Coso
CSU Cert
IGETC
21. COURSE DISCIPLINE LIST: Law, Legal Assisting, Paralegal Studies

SIGNATURE PAGE

SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C130

Anthony R. Damiano COURSE PROPOSER	10 Mar 2008 DATE
Dr. Dennis VanderWerff CIC CHAIR	3/20/08 DATE
Dr. James Fay VICE PRESIDENT OF ACADEMIC AFFAIRS	5/7/08 DATE

**CERRO COSO COMMUNITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

Approved: Update 4/25/08

Course TOPS Code: 1402.00

Classification: I

Transferability: A/CSU

Stand-Alone Status:

Not Stand-Alone: Paralegal Studies

Blanket Approval:

Stand-Alone:

Other Dates of Approval

Content Review: Update 4/25/08

Online Delivery: Update 4/25/08

CSU Cert:

IGETC:

UC Transfer:

Stand-Alone:

1. SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C140
2. COURSE TITLE: Civil Litigation and Procedure II
3. UNITS: 3.0
4. INSTRUCTIONAL METHODS / TOTAL HOURS: 54

Lecture	54
Lab	
Activity	
Open Lab	
Work Experience	
5. REQUISITES:

Prerequisite	PARA C130
Co-requisite	
Advisory	
6. CATALOG COURSE DESCRIPTION: This course continues the preparation of the paralegal student for the litigation process and the rules that guide that process. Advanced topics include motions, alternative dispute resolution, appeals and judgments. Students also learn the procedures of a civil case in the state of California
7. STUDENT LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the course, the student will be able to
 - A. Define various types of motions and how they are prepared and presented. The assessment is by examination scored by a rubric.
 - B. Outline the various types of alternative dispute resolutions (ADR), describe how to determine the most appropriate form of ADR, and evaluate the advantages and disadvantages. The assessment is by examination scored by a rubric.
 - C. Outline the procedures involved in pretrial activities. The assessment is by examination scored by a rubric.

- D. Discuss the process of appeal. The assessment is by examination scored by a rubric.
- E. Outline the steps involved in collecting a judgment. The assessment is by examination scored by a rubric.
- F. Discuss the determination of jurisdiction in a court case. The assessment is by examination scored by a rubric.
- G. Outline a state procedure regarding pleadings, discovery and appeals. The assessment is by examination scored by a rubric.

8. DETAILED TOPICAL OUTLINE:

- A. Motions (A-F)
 - 1. Motion practice
 - 2. Scheduling orders and deadlines
 - 3. Motion for a pretrial conference
- B. Presenting a Motion Workshop (A)
 - 1. Rules governing motion writing
 - 2. Details of local rules
 - 3. Instructions and exercise
- C. Discovery Motions Workshop (A)
 - 1. The adversarial side of discovery
 - 2. Instructions and exercise
- D. Other Motions Workshop (A)
 - 1. The decision to file a motion
 - 2. Motion for summary judgment
 - 3. Instructions and exercise
- E. Alternative Dispute Resolution (ADR) (B)
 - 1. History of ADR
 - 2. Arbitration
 - 3. Mediation
- F. Trying the Case (D-G)
 - 1. Pretrial practice
 - 2. Portions of the trial
 - 3. From verdict to judgment
- G. Preparing for Trial Workshop (D-G)
 - 1. The trial setting
 - 2. A task checklist
 - 3. Instructions and exercise
- H. Judgments (F-G)
 - 1. Collecting the judgment
 - 2. Appeal
- I. Obtaining a Judgment Workshop (F-G)
 - 1. Process for obtaining a judgment
 - 2. Default judgment
 - 3. Instructions and exercise
- J. General State Courts (D-G)
 - 1. Substantive vs. procedural laws
 - 2. Federal courts in a State
 - 3. State courts
- K. Subject Matter Jurisdiction (D-G)
 - 1. Federal court jurisdiction
 - 2. Diversity jurisdiction
 - 3. State jurisdiction
- L. Personal Jurisdiction (D-G)
 - 1. Types of personal jurisdiction
 - 2. Analyzing and asserting
 - 3. Venue
- M. Interrogatories (D-G)

1. Advantages and disadvantages
 2. Types of interrogatories
 3. Responding to interrogatories
 - N. Independent Medical Examinations (D-G)
 1. Physical IME demand, response and report
 2. Mental IME
 3. State court IMES
 4. Federal court IMES
 - O. Expert Witness and Discovery (G)
 1. Expert discovery in state court
 2. Federal court discovery
 3. Expert depositions
 - P. Trial Setting Procedures (G)
 1. Filing and format
 2. Case management
 3. Conferences
 4. Settlements
 - Q. Judgments and Post-trial Motions (G)
 1. State court judgments
 2. State court post-trial motions
 3. Federal post-trial motions
9. LAB CONTENT DESCRIPTION (if applicable): None.
10. METHODS OF PRESENTATION: Course instructional methods may include but are not limited to
- A. Posted Lecture each week
 - B. Group Discussion: Instructor posted questions.
 - C. Individual Essay, Short Answer, or Multiple Choice
 - D. Quiz, Mid-Term and Final Examinations
11. ASSIGNMENTS AND METHODS OF EVALUATION: Assessment of student performance may include but is not limited to
- A. Class Discussion Question and Answer (A-G)
 - B. Essay, Short Answer, and Multiple Choice Questions (A-G)
 - C. Examination (A-G)
12. OUT OF CLASS ASSIGNMENTS:
- A. Reading
 - B. Discussion On-Line in conjunction with legal research.
 - C. Examination, Essay, Short Answer, and Multiple Choice Questions
13. REQUIRED TEXTS: Reading assignments are required and may include but are not limited to
- Kerley, P. N., Hames, J. B., & Sukeys, P. A. (2005). *Civil Litigation for the Paralegal*. 4th ed. New York: Thompson-West.
14. REPEATABILITY: None
15. GRADING METHOD: Standard Letter Grade
16. CREDIT BY EXAM: None
17. MATERIALS FEE: None

18. SAM CODE: C
19. PROGRAM IDENTIFICATION: Paralegal Studies
20. GENERAL EDUCATION APPLICABILITY:
Cerro Coso
CSU Cert
IGETC
21. COURSE DISCIPLINE LIST: Law, Legal Assisting, Paralegal Studies

SIGNATURE PAGE

SUBJECT DISCIPLINE AND COURSE NUMBER: PARA C140

Anthony R. Damiano COURSE PROPOSER	10 Mar 2008 DATE
Dr. Dennis VanderWerff CIC CHAIR	3/20/08 DATE
Dr. James Fay VICE PRESIDENT OF ACADEMIC AFFAIRS	5/7/08 DATE

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form A (Course Description)		Date	1/22/2009	Page 1 of 1	
Discipline	PARA	Course No.	C290	Units	2.0
Course Title	Paralegal Studies Internship				
Non-Credit Category	Click here to choose Non-Credit Category.				

Revision Due Date	Click here to enter a date.	Final Approval due NOT LATER THAN	10/31/2008
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[Click link to view instructions for completing COR Form A.](#)

Methods of Instruction/Total Hours of Instruction

Lecture	(1.0 unit = 18 hours)	18	
Lab	(1.0 unit = 54 hours)		
Open Lab	(1.0 unit = 54 hours)		
Activity	(1.0 unit = 54 hours)		
Work Experience	(1.0 unit = 60 hours (volunteer); 75 hours (paid))	60 or 75	
Total Hours		78	

Catalog Course Description

This course enables the paralegal student to obtain practical experience under the supervision of an attorney and/or legal professional. Students gain experience in the daily operations of a typical legal office, legal research, interviewing clients and preparing briefs. The course will also cover job search techniques. Students are responsible for arranging their own assignments. This course should be taken after completing most of the Paralegal Studies program and usually in the last semester before earning the degree.

Conditions of Enrollment

Pre-Requisite					
Co-Requisite					
Advisory					
Repeatability	None	Grading Method	Standard Letter Grade	Credit by Exam	No
Materials Fee	No	Amount	N/A		
Justification					
SAM Code	B Advanced Occupational				

Program Identification

Paralegal Studies

General Education Applicability	Cerro Coso	CSU Certification	IGETC
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Minimum Qualifications Discipline List

Master's Degree Required	
Master's Degree Not Required	Law, Paralegal Studies, Legal Assisting

Office Use Only

Approval Type	Revision	BT Action	S/7/2009		
Course TOPS Code	1402.00	Stand Alone Status	N/A	Stand Alone Approval	N/A

GE/Transferability	Cerro Coso GE	CSU GE Certification	IGETC
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Form Submission					
COR Part A	1/22/2009	COR Part B	1/22/2009	Content Review	n/a
DE Addendum	1/22/2009	GE Addendum	Click here to enter a date.	Course Deletion	Click here to enter a date.
Signature Page	1/24/2009				

Approval Dates:					
First Review	1/23/2009	Second Review	2/20/2009	Final Approval	3/6/2009

Cerro Coso Community College						
COURSE OUTLINE OF RECORD						
Form B (Course Content)				Date	1/23/2009	Page 1 of 2
Discipline	PARA	Course No.	C290	Units	2.0	
Course Title	Paralegal Studies Internship					
Non-Credit Category	Click here to choose Non-Credit Category.					

Student Learning Outcomes & Assessments

Upon successful completion of the course, the student will be able to:

SLO	Learning Outcome Description	Outcome Assessment Definition
A	Perform typical tasks associated with professional paralegals	This will be assessed by a performance, scored with a rubric.
B	Identify local resources for the law office	This will be assessed by a project, scored with a rubric.
C	Discuss the ethical considerations for paralegals dealing with clients	This will be assessed by a discussion, scored with a rubric.
D	Identify local resources advertising paralegal job openings	This will be assessed by a project, scored with a rubric.
E	Identify types of firms employing professional paralegals	This will be assessed by a project, scored with a rubric.
		Click here to view a list of editable outcome assessment definitions.

Detailed Topical Outline

Topic	Sub-topic	Content	SLO	
A		The Typical Law Office	(A, B, C,)	
	1	Personnel		
	2	Local resources		
	3	Electronic resources		
B		Legal Office Operations	(A, B, C)	
	1	Interviewing clients		
	2	Preparing briefs		
	3	Case research		
	4	Time management		
C		Paralegal Ethics	(A, B, C)	
	1	Client considerations		
	2	Attorney-client privilege		
D		Paralegal Ethics	(A, B, C)	
	3	Workplace ethics		
		Finding a Job in the Paralegal Field		(B, D, E)
	1	Firms utilizing professional paralegals		
2	Finding job openings			
		Obtaining references		

Cerro Coso Community College						
COURSE OUTLINE OF RECORD						
Form B (Course Content)				Date	1/23/2009	Page 2 of 2
Discipline	PARA	Course No.	C290	Units	2.0	
Course Title	Paralegal Studies Internship					
Non-Credit Category	Click here to choose Non-Credit Category.					

Lab Content Description (if applicable)

Methods of Presentation

Course instructional methods may include but are not limited to:

Lecture
 Text Readings
 On the job performance appropriate for entry level Paralegal placement.

Assignments & Methods of Evaluation

Assessment of student performance may include but is not limited to:

Students will be expected to complete all required hours of work experience and complete class assignments.

Assignments may include:

- Written assignment detailing the operation of the legal office.
- Written assignments outlining the steps involved in securing a paralegal position.
- Written assignment describing the integration of skills learned in paralegal courses and the current work assignment.

Required Texts

Reading assignments are required and may include but are not limited to: