

# LEGAL ASSISTANT

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## Associate Degrees

- Paralegal Studies - Associate in Arts
- Paralegal Studies - Associate in Science

## Certificate

- Paralegal Studies - Certificate of Achievement

### LA 010 Introduction to Law, Legal Research, the Constitution, and Ethics 3 Units

This course provides an introduction to law, legal research, constitutional law, and legal ethics while helping students build the foundational skills necessary to succeed in advanced paralegal courses and in professional careers. The course includes an overview of constitutional law and court systems, a survey of legal ethics, an introduction to legal research methods, and an examination of current careers for legal professionals. Course objectives include the development of a working knowledge of the legal system, acquisition of basic legal research skills, and an understanding of current ethical guidelines in the law.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

### LA 011 Overview of Contracts, Property, and Tort Law 3 Units

This course provides an essential overview of the three main areas of civil law: contracts, property, and tort law. Students will learn the legal requirements of valid contracts and the functions of commonly used provisions as they gain experience drafting and customizing various contracts. Students will also receive an introduction to property law, including the basic concepts involved in the ownership and use of personal property and real property. The class will also cover the fundamentals of tort law, including intentional torts, negligence, strict liability torts, and the policies and procedures of a personal injury law office.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

### LA 014 Civil Litigation 3 Units

This course provides students with an understanding of the fundamental principles and preparation of civil cases for trial. Students will learn how to access and utilize appropriate Judicial Council forms, draft pleadings and motions, conduct pre-trial discovery, prepare trial notebooks, and handle other responsibilities that are typical for paralegals in a litigation-oriented law office.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

### LA 016 California Courts and Litigation Practice 3 Units

This course serves as an introduction to courts of law in this state, including the California Supreme Court, Courts of Appeal, Superior Courts, and California-based federal District Courts. The course covers the structure, institutions, jurisdiction, and rules of the court system. In addition, students will gain practical knowledge of the various stages of litigation practice that involve the courts, including the filing of cases, preparation of court documents, proper use of discovery, and readiness for trial.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

### LA 033 Tort and Personal Injury Law 3 Units

This course prepares the student to assist attorneys and corporations in tort and personal injury law. Students gain substantive knowledge of tort law and will be trained in the use of specific forms and procedures utilized in personal injury work. Course content includes intentional torts, negligence, professional malpractice, causation, proximate cause, strict liabilities, employer's liability, nuisance, misrepresentation, product liability, and complex litigation.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: 1  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

### LA 034 Wills, Trusts, and Estate Planning 3 Units

The course provides students with a practical understanding of the laws of estate planning in California. Students will learn the appropriate procedures for drafting and interpreting will and trust documents, and will become familiar with the initial planning and preparation necessary for a comprehensive estate plan. Also discussed are techniques for drafting estate planning documents, estate administration, probate practice, the closing of an estate, relevant gift tax laws, and the role of the probate courts in estate planning.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

### LA 036 Real Estate and Property Law 3 Units

This course covers real property law, purchase and sales agreements, mortgages, leases, easements, deeds, closings, recordings of documents, and title searches. Emphasis will be placed upon interpreting the law and completing documents that are typically used for property transactions in a law office environment.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**LA 038 Family Law 3 Units**

This course covers the substantive law in the area of family law or domestic relations. Subjects covered will include dissolution of marriage, adoptions, guardianship, child/spousal/family support, child custody, and paternity. The class will train the student in the skills necessary to work as a paralegal in the area of family law. Content will include the use of Judicial Council forms, the preparation of pleadings, drafting of declaration, preparation of Income and Expense Declaration Form, the drafting of property settlement agreements, and the use of interviewing checklists.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: 1  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**LA 040 Criminal Law 3 Units**

This course provides the student with a comprehensive understanding of the provisions of criminal law and procedure. Content will include the criminal court system and how it functions, the criminal justice system from arrest to trial and sentencing, elements of and defenses to all major crimes, and an overview of the criminal procedure from the arrest through the appeal.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**LA 042 Corporate and Partnership Law 3 Units**

This course provides students with a general understanding of the various legal structures of businesses and the laws governing business transactions. Students learn the basic laws of corporations, partnerships, sole proprietorships, and modern limited liability entities. The course will emphasize finding and utilizing proper business forms and drafting appropriate documents related to the creation and operation of the various business organizations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**LA 044 Intellectual Property Law 3 Units**

This course introduces students to the expanding field of patents, copyrights, trademarks, and trade secrets. Course content will include patents, trade protection, semiconductor chip protection, Section 43(a) false advertising, unfair competition, publicity rights, and idea submission. For each major specialty area, coverage will also include: The nature of the protected right, what is protected, the requirements for protection, who may be protected, the duration of protection ownership, transfer of ownership, infringement, and remedies.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**LA 046 Immigration Law 3 Units**

Students will study basic immigration law for paralegals. This is a hands-on approach to identification of people eligible to immigrate, types of visas, citizenship eligibility and application, and special conditions. Course topics include United States Citizenship and Immigration Services (USCIS) structure, procedures, and filings; factual, country, and legal research; and immigration case management and technology.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**LA 050 Constitutional Law 3 Units**

This course is designed to present a basic understanding of the U. S. Constitution, from its development to present-day applications. Topics covered include the formation of the three branches of government, state's rights and responsibilities, and the rights afforded individual citizens such as freedom of speech, religion, assembly, and the right to privacy. The course also covers the rights of persons accused of a crime, which are guaranteed by the Constitution and subsequent statutes.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**LA 071 Legal Research 3 Units**

This course provides the student with a working knowledge of the essential techniques used to research legal issues. Students will learn to find, select, and begin utilizing appropriate sources of law in the library and in the online LEXIS and WESTLAW databases. The course covers primary sources of law such as federal and state constitutions, statutes, cases, and regulations, as well as secondary sources that include legal dictionaries, encyclopedias, digests, summaries, and articles. Students will learn how to update statute and case law using the Shepard's and KeyCite citators. The course will include basic legal analysis and writing assignments which draw upon research results.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: LA 010 with a C or better  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**LA 072 Advanced Legal Analysis & Writing 3 Units**

This course provides students with advanced skills training in legal analysis, legal writing, and the use of electronic legal research using databases such as WESTLAW and LEXIS. Students will be presented with complex legal problems and will learn how to analyze them using the IRAC method (Issue, Rule, Analysis, Conclusion). Students will learn to present their legal analyses in professional quality written documents, including trial court pleadings, research memoranda, motions, client opinion letters and demand letters.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: LA 010 with C or better.  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**LA 138 Work Experience 1-8 Units**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 2.07 Repeatable: Yes Grading: O  
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None IGETC: None District GE: None