

LEGAL (LEGL)

LEGL 225 LAW OFFICE MANAGEMENT 3 UNITS

Pass/No Pass or Grade is Allowed

Fee: \$3

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours, laboratory 1 hour

Offered: ALL

Provides students with an overview of the structure and organization of law firms and function of the legal team. Emphasizes effective law office management techniques and systems, including those for billing, calendaring, case management, file and library management, technology management, attorney-client relations, and ethical concerns. [D; CSU]

LEGL 228 LEGAL TERMINOLOGY 2 UNITS

Pass/No Pass or Grade is Allowed

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 2 hours, laboratory 1 hour

Offered: ALL

Prepares students to work in a legal office, agency, or court setting. Reviews legal terminology commonly used in civil, probate, family, and criminal law pleadings and documentation. [D; CSU]

LEGL 255 INTRODUCTION TO LAW AND LEGAL TERMINOLOGY 3 UNITS

Pass/No Pass or Grade is Allowed

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: ALL

Overview of the American system of government as it relates to our system of law; concepts and terminology in procedures, estates, business, contracts, property, and criminal law; and basic introduction to legal case analysis and the law library. [D; CSU]

LEGL 256 INTERNATIONAL LAW FOR BUSINESS 3 UNITS

Pass/No Pass or Grade is Allowed

Recommended Preparation: LEGL 255 or BUS 140 or equivalent; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: FALL, SPRING

Provides a basic explanation of the laws governing international trade, licensing, intellectual property, importing, exporting, investment, and economic integration. Emphasizes and analyzes the legal, political, business, and ethical issues regarding international business and litigation. [D; CSU]

LEGL 258 LEGAL COMMUNICATIONS 3 UNITS

Pass/No Pass or Grade is Allowed

Fee: \$3

Recommended Preparation: LEGL 260 or equivalent.

Lecture 3 hours

Offered: FALL, SPRING

Preparation of legal reports, client correspondence, motions, case briefs, legal memoranda, and oral communications utilized in a variety of legal contexts. [D; CSU]

LEGL 259 LEGAL ETHICS AND PROFESSIONAL RESPONSIBILITY 1 UNIT

Grade Only

Lecture 1 hour

Offered: FALL, SPRING

Provides in-depth coverage of all the major areas of legal ethics, placing special emphasis on how the rules affect paralegals. [D; CSU]

LEGL 260 LEGAL RESEARCH 3 UNITS

Pass/No Pass or Grade is Allowed

Fee: \$3

Recommended Preparation: LEGL 255 and LEGL 261, or equivalent; BUS 211 or ENGL 114 or equivalent or through the Southwestern College multiple measures placement processes; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours, laboratory 1 hour

Offered: FALL, SPRING

Prepares students in legal research techniques, primarily focusing on traditional text-based techniques with an introduction to online legal database and Internet research. Provides students instruction on how to identify sources of law, to discuss their interrelationships, to define and find primary and secondary authority, to learn how to employ finding tools to analyze information, to formulate legal issues, and to draw conclusions regarding the possible outcomes of legal situations. Introduces the legal writing process. [D; CSU]

LEGL 261 CIVIL LITIGATION I 3 UNITS

Grade Only

Fee: \$3

Recommended Preparation: LEGL 228 or LEGL 255 and LEGL 259 or equivalent; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: ALL

Introduces civil litigation, starting with parties and jurisdiction. Covers pre-trial, trial, and appeals. Requires students to draft pleadings, motions, and discovery. [D; CSU]

**LEGL 262
IMMIGRATION LAW AND PROCEDURE
3 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: LEGL 228 or LEGL 255 or equivalent; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: FALL, SPRING

Provides an overview on immigration law and procedure, starting with the Immigration Act of 1990 and the Code of Federal Regulations. Summarizes citizenship, admissibility, deportability, admission, and removal processes. Requires students to draft immigration forms. [D; CSU]

**LEGL 263
FAMILY LAW
3 UNITS**

Grade Only

Recommended Preparation: LEGL 228 or LEGL 255 or equivalent; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: ALL

Covers domestic relations, domestic violence, marital dissolution, child custody, child and spousal support, and visitation. Requires students to prepare family court documents. [D; CSU]

**LEGL 264
WILLS, TRUSTS, AND ESTATES
3 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: LEGL 255 or equivalent; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: ALL

Trains paralegals and other legal personnel in the laws and legal procedures for wills, trusts, and probate, as well as the concepts and methodology of estate planning and estate administration. [D; CSU]

**LEGL 266
MEDIATION, NEGOTIATION, AND CONFLICT MANAGEMENT
2 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 2 hours

Offered: ALL

Provides a hands-on introduction to the practice of mediation, negotiation, arbitration, and interest-based conflict resolution. Reviews the formal mediation process and related skills in communication and negotiation for important workplace competencies. [D; CSU]

**LEGL 267
INTERVIEWING AND INVESTIGATION FOR PARALEGALS
2 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: LEGL 255 or LEGL 261 or equivalent.

Lecture 2 hours

Offered: ALL

Discusses rules of procedure, evidence, and ethics as a framework for investigating client and case facts, organizing and working with evidence and conducting a professional interview. Includes mock interviews with children and individuals from some of the varied cultures represented in our community. [D; CSU]

**LEGL 268
COMPUTER ASSISTED LEGAL RESEARCH (CALR)
2 UNITS**

Grade Only

Fee: \$3

Recommended Preparation: LEGL 260 or equivalent.

Lecture 2 hours, laboratory 1 hour

Offered: FALL, SPRING

Trains students to find primary and secondary authority in legal research and to verify accuracy and currency of information by utilizing electronic resources through Lexis Advance and the Internet. Provides practice in locating legal materials, developing online query techniques, and verifying research with the help of an online learning lab guided by the instructor. [D; CSU]

**LEGL 269
CIVIL LITIGATION PROCEDURES
3 UNITS**

Pass/No Pass or Grade is Allowed

Fee: \$3

Recommended Preparation: LEGL 261 or equivalent; knowledge of keyboard and ability to type 25 wpm.

Lecture 3 hours, laboratory 1 hour

Offered: SPRING

Provides an in-depth review of the litigation process at the state and federal levels including pre-trial, trial, and post-trial proceedings. Includes topics on how to fill out forms, draft pleadings and correspondences, and organize files and evidence for trials and appeals. [D; CSU]

**LEGL 270
COMPUTER SKILLS FOR LEGAL PROFESSIONALS
2.5 UNITS**

Pass/No Pass or Grade is Allowed

Fee: \$3

Lecture 2 hours, laboratory 2 hours

Offered: FALL, SPRING

Helps students in paralegal or related careers. Allows students to gain skills in developing both court and non-court documents on the computer. Reviews word processing skills and preparation of common legal forms and documents including correspondence, pleadings, discovery documents, legal spreadsheets and databases, time and billing, proper emailing, and trial presentation. [D; CSU]

LEGL 271
INTRODUCTION TO INTELLECTUAL PROPERTY
2 UNITS

Grade Only

Recommended Preparation: LEGL 255 and LEGL 259, or equivalent.

Lecture 2 hours, laboratory 1 hour

Offered: ALL

Introduces trademarks, copyrights, patents, and trade secrets. Produces trademarks, copyrights, and parts of a patent. Reviews both domestic and international procedures involved in registration of intellectual property, duration of rights, and protection from infringement. [D; CSU]

LEGL 272
BUSINESS ORGANIZATIONS
2 UNITS

Pass/No Pass or Grade is Allowed

Recommended Preparation: LEGL 255 or BUS 140 or equivalent.

Lecture 2 hours

Offered: FALL, SPRING

Covers the law and practice of business entities, including sole proprietorships, general and limited partnerships, the limited liability companies, and various types of corporations. Emphasizes the principles of agency, formation and structure of a corporation, and the preparation of documents necessary to form and operate business organizations. [D; CSU]

LEGL 273
PERSONAL INJURY AND THE LAW OF TORTS
3 UNITS

Grade Only

Recommended Preparation: LEGL 255 or equivalent.

Lecture 3 hours

Offered: ALL

Trains students in the basic legal terms of torts and personal injury law; helps students identify the various types of torts and the defenses a defendant can raise to each; and provides practice in learning the related medical terminology and in drafting the documents commonly used in this area of law. [D; CSU]

LEGL 290
LEGAL COOPERATIVE WORK EXPERIENCE I
1-3 UNITS

Grade Only

Recommended Concurrent Enrollment: LEGL 225 and LEGL 259 or equivalent.

Limitation on Enrollment: Declared Paralegal Studies or Legal Office Professional major.

Laboratory 9 hours

Offered: ALL

[Enrollment in one other class directly related to the Paralegal Studies or Legal Office Professional major in order to apply learned theory in a practical hands-on setting through an internship class.] Introduces principles and skills acquired in the Paralegal Studies or Legal Office Professional majors to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 1 to 3 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

LEGL 291
LEGAL COOPERATIVE WORK EXPERIENCE II
1-3 UNITS

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Paralegal Studies or Legal Office Professional major in order to apply learned theory in a practical hands-on setting through an internship class.

Prerequisite: LEGL 290 or equivalent.

Limitation on Enrollment: Declared Paralegal Studies or Legal Office Professional major.

Laboratory 9 hours

Offered: ALL

Applies beginning-level principles and skills acquired in the Paralegal Studies or Legal Office Professional majors to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 1 to 3 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

LEGL 292
LEGAL COOPERATIVE WORK EXPERIENCE III
1-3 UNITS

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Paralegal Studies or Legal Office Professional major in order to apply learned theory in a practical hands-on setting through an internship class.

Prerequisite: LEGL 291 or equivalent.

Limitation on Enrollment: Declared Paralegal Studies or Legal Office Professional major.

Laboratory 9 hours

Offered: ALL

Provides intermediate-level principles and skills acquired in the Paralegal Studies or Legal Office Professional majors to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 1 to 3 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

LEGL 293
LEGAL COOPERATIVE WORK EXPERIENCE IV
1-3 UNITS

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Paralegal Studies or Legal Office Professional major in order to apply learned theory in a practical hands-on setting through an internship class.

Prerequisite: LEGL 292 or equivalent.

Limitation on Enrollment: Declared Paralegal Studies or Legal Office Professional major.

Laboratory 9 hours

Offered: ALL

Covers advanced-level principles and skills acquired in the Paralegal Studies or Legal Office Professional majors to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 1 to 3 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

LEGL 299

INDEPENDENT STUDY

1-3 UNITS

Pass/No Pass or Grade is Allowed

Limitation on Enrollment: Eligibility for independent study.

Lecture 3 hours

Offered: SPRING

Individual study or research in some area of legal assistant of particular interest to the student and not included in regular courses of the college.

[D; CSU]