

LEGAL STUDIES (LEG)

LEG-100 Foundations of the Legal System **3 Units (LEC 48-54)**

This course explores the legal system including basic legal terminology, sources of law, legal reasoning, federalism, court structure, the rules of procedure and ethical standards for lawyers and legal assistants. It includes substantive introduction to the law of contracts and torts, crimes of common law, U.S. Constitution, and the two legal concentration areas of family law and immigration law.

Transfers to CSU only

CSU Area(s): D8

AA/AS General Education: AA/AS B2

LEG-299 Special Projects: Legal Assistant **1-3 Unit (IS 16-54)**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor.

Prerequisite: Two Legal Studies classes must be completed prior to enrollment; a Special Projects contract must be completed with the instructor prior to enrollment.

Transfers to CSU only

LEG-503 Elder Law (formerly LEG-103) **3 Units (LEC 48-54)**

This course presents the contemporary world of elder law with a comprehensive legal overview of the most important laws that affect the elderly and how a paralegal functions within the discipline. The multi-disciplinary approach will analyze the legal needs relevant to the elderly and the ethical, social, and physical needs associated with aging. (formerly LEG 103)

Transfers to CSU only

LEG-505 California Civil Procedure (formerly LEG-105) **3 Units (LEC 48-54)**

This course prepares students to assist in drafting the many documents needed or required in litigation in California courts. It explains the civil litigation process in California courts. Students acquire an ability to analyze procedural issues that arise during litigation, including pre-litigation needs, drafting of pleadings and discovery, analysis of procedures for discovery, summary judgment and other pre-trial motions, trial preparation, trial procedures, enforcement of judgments, appeal and alternative dispute resolution procedures. (formerly LEG 105)

Transfers to CSU only

LEG-507 Research and Writing for Legal Assistant (formerly LEG-107) **3 Units (LEC 48-54)**

This course introduces the customary methods of legal research including the use of printed and online materials. The course integrates critical analyses of researched material and presentation of researched findings through persuasive writing ensuring proper formatting specific to the legal field and proper grammar. (formerly LEG 107)

Transfers to CSU only

LEG-512 Administrative Law (formerly LEG-112) **3 Units (LEC 48-54)**

This course presents the adjudicatory process for administrative agency hearings concerning government benefits and regulatory powers, claims made to, and by, state and federal administrative agencies, discovery in the claims process, and appeals from administrative orders or decisions, including judicial review. The student will also learn to conduct claimant and witness interviews and analyze the impact of agency regulations and governing statutes that control claims processing before agencies. (formerly LEG 112)

Transfers to CSU only

LEG-524 Immigration Law (formerly LEG-124) **3 Units (LEC 48-54)**

This course introduces fundamentals of substantive and procedural immigration law of the United States, including historical perspectives leading to current rules and policy, structure of implementing agencies, conditions of eligibility for immigrant and non-immigrant status, grounds for exclusion and removal, asylum eligibility, process for granting full citizenship, and U.S. Constitutional requirements. (formerly LEG 124)

Transfers to CSU only

AA/AS General Education: AA/AS B2

LEG-534 Family Law (formerly LEG-134) **3 Units (LEC 48-54)**

This course explores fundamental principles and practice issues in California family law. Students will analyze laws and procedures governing marriage, dissolution of marriage, annulment, child custody, guardianship, paternity, child support, adoption and family violence. The course covers the drafting of court forms for court proceedings and issues pertaining to counseling in the family law field and the drafting of agreements, including prenuptial agreements and separation agreements. (formerly LEG 134)

Transfers to CSU only

LEG-549 Work Experience Education: Legal Assistant **0.5-8 Units WEE 24-432**

This experiential learning course places students in supervised internships related to their academic major or career interests. Through hands-on work experience, students will build upon classroom-based learning and develop transferable skills. Internship work sites must be approved by the college prior to enrollment.

Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. Student must also complete a WEE Orientation and Training Plan (Agreement) prior to registration. Please refer to the Work Experience Student Handbook for specific information.

Transfers to CSU only

Offered as Pass/No Pass Only

LEG-560 Business Organizations (formerly LEG-160)

3 Units (LEC 48-54)

This course presents California law governing the reasons and procedures for forming, maintaining and dissolving sole proprietorships, partnerships, limited liability companies and corporations. The course explains the rights and obligations of partners, members, directors, officers and shareholders under Federal and state laws and regulations. The course analyzes the selection of the business form, business ethics and the legal assistant's role in documenting the formation and maintenance of California business organizations. (formerly LEG 160)

Transfers to CSU only