

Paralegal

PLGL 101 Intro to Paralegal Studies

3.0 units

Acceptable for credit: Transfer CSU

Advisories: eligibility for ENGL 514

Acquire the basic knowledge needed to begin your career as a paralegal. This course provides an in-depth overview of the legal system with special emphasis on the duties and responsibilities of a paralegal. (Letter Grade Only)

PLGL 102 Criminal Law & Procedure

3.0 units

Acceptable for credit: Transfer CSU

Advisories: ENGL 514 - Writing Skills 4

Introduction to criminal law and procedure for the paralegal. This course includes crimes against persons, habitation, property, order, justice, and morals. Defenses to criminal activity, search and seizure, confessions, pretrial, trial, and sentencing are also covered (Letter Grade Only)

PLGL 103 Civil Litigation

3.0 units

Acceptable for credit: Transfer CSU

Introduction to civil litigation for the paralegal. This course is a survey of litigation, from the initial client interview to post-trial appeals. Complaint drafting, filing, service motions, answers, and discovery are covered. Settlement and trial are also included. (Letter Grade Only)

PLGL 104 Legal Research & Writing

3.0 units

Acceptable for credit: Transfer CSU

Advisories: ENGL 514 - Writing Skills 4

This course covers the sources and methods of legal research as related to cases, statutes, and secondary materials. Students will engage in objective legal writing based upon their research. (Letter Grade Only)

PLGL 105 Legal Analysis & Writing

3.0 units

Acceptable for credit: Transfer CSU

Advisories: ENGL 514 - Writing Skills 4

Designed to expose paralegal students to written advocacy and discovery requests. Emphasizes persuasive writing techniques, writing for a purpose, and discovery mechanics. Students will complete substantial writing assignments. (Letter Grade Only)

PLGL 106 Case Management

3.0 units

Acceptable for credit: Transfer CSU

This course is designed to help students develop the conceptual and technical skills necessary to manage cases in a law office environment. The course includes interaction with case management software, databases, and word processing. (Letter Grade Only)

PLGL 107 Ethics for Paralegals

1.0 unit

Acceptable for credit:

Advisories: eligibility for ENGL 514

Ethics are the standards that regulate the integrity of the legal profession. This course will improve your understanding of how paralegals are affected by ethical issues. (Letter Grade Only)

PLGL 108 Wills and Trusts

3.0 units

Acceptable for credit: Transfer CSU

Advisories: PLGL 101 - Intro to Paralegal Studies ; ENGL 514 - Writing Skills 4

This course introduces the law governing wills, trusts, and estate planning. It emphasizes practical applications for paralegals and exposes students to forms and procedures used in a law office. (Letter Grade Only)

PLGL 109 Family Law

3.0 units

Acceptable for credit: Transfer CSU

Advisories: PLGL 101 - Intro to Paralegal Studies ; ENGL 101 - Freshman Composition: Exposition

This course introduces the basic concepts of California Family Law and emphasizes the development of practical drafting skills used by paralegals. The course examines terminology, procedures, and legal document preparation involved in family law matters. (Letter Grade Only)

PLGL 110 Intellectual Property Law

3.0 units

Acceptable for credit: Non-Transferable

Advisories: PLGL 101 - Intro to Paralegal Studies

This course provides review of intellectual property law including patents, trademarks, and copyrights. Applied techniques for conducting patent searches, conducting research, and creating legal documents and forms will be emphasized. (Letter Grade Only)

PLGL 111 Tort Law for Paralegals

3.0 units

Acceptable for credit: Transfer CSU

Advisories: PLGL 101 - Intro to Paralegal Studies

Under tort law, an injured party can bring a civil lawsuit to seek compensation for a wrong done to the party or to the party's property. This course provides an overview of tort law, tort remedies, and drafting of basic documents. (Letter Grade Only)

PLGL 112 Corporations, Partnership, LLC

3.0 units

Acceptable for credit: Transfer CSU

An entrepreneur must make a choice as to which type of business to form and operate. Corporations, partnerships, limited liability companies, and sole proprietorships are among the different types of business organizations. This course reviews the law regarding the formation and operation of various forms of business organizations. It provides guidance on drafting original documents to form a business. (Letter Grade Only)