

# PARALEGAL STUDIES

## Division Dean

Dr. Carlos Ayon

## Faculty

Michael Moore

Paralegal Studies Associate in Science Degree (<https://catalog.nocccd.edu/fullerton-college/degrees-certificates/paralegal-studies/paralegal-studies-associate-science-degree/>)

Paralegal Certificate (<https://catalog.nocccd.edu/fullerton-college/degrees-certificates/paralegal-studies/paralegal-studies-certificate/>)

Paralegal General Education Pattern (<https://catalog.nocccd.edu/fullerton-college/academic-requirements/paralegal-studies-general-education/>)

### PLEG 101 F Introduction to Paralegal Studies 3 Units

54 hours lecture per term. This course is a practical introduction for those seeking a career as a paralegal. Topics include: an overview of the law and our court system; the fundamentals of legal research, legal analysis, and writing; evaluation of legal authorities; legal ethics concerning the attorney and paralegal; interviewing clients and witnesses; and the role of the paralegal in the modern law office. (Degree Credit) (CSU)

### PLEG 104 F Introduction to Legal Research and Terminology 3 Units

54 hours lecture per term. This course is an introduction to both the terminology unique to the practice of law, and the techniques utilized in conducting effective legal research. Topics include: an overview of the legal system and legal authorities; general legal terminology frequently used in the legal environment; understanding the purpose and function of primary and secondary authority; basics of legal research in both print and electronic resources/databases; techniques for updating the law; issue spotting; and reporting on the results of research using basic legal analysis. (Degree Credit) (CSU)

### PLEG 105 F Introduction to Legal Writing 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F and ENGL 100 F or ENGL 100HF, ENGL 101 F or ENGL 110 F, with a grade of C or better

**Advisory:** ENGL 103 F or ENGL 103HF.

54 hours lecture per term. This course is an introduction to the practical writing skills and necessary analytical skills required in the law office. Topics include legal and factual analysis of primary sources of law; drafting and generating objective documents used in the legal environment; and differentiating between objective versus persuasive documents submitted by attorneys to courts or used within the law office. An interoffice memorandum of law is the capstone assignment for the course, with writing style, proper grammar, and proper citation also emphasized. (Degree Credit) (CSU)

### PLEG 116 F Law Office Technology 4 Units

72 hours lecture per term. This is a beginning course that introduces the student to computer hardware and software basics applicable to the legal environment. Students will learn the components of the Microsoft Office Suite, Windows Operating Systems, Adobe Acrobat, and other software used by the legal community to maximize efficiency in the workplace. Students will also explore legal specific software that covers trial presentation; case management; billing; calendaring; and e-discovery. (Degree Credit) (CSU)

### PLEG 201 F Civil Litigation I 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, and PLEG 105 F, with a grade of C or better.

54 hours lecture per term. This course examines civil court procedures before trial and is designed to provide expertise in drafting legal documents from the inception of the civil action through the pleading stage. The course also reinforces the concepts of billing; calendaring; ethics; and fee agreements. Additional topics include: parties to the action; jurisdiction and venue; the summons; defaults; pleadings; and attacking the pleadings. (Degree Credit) (CSU)

### PLEG 202 F Civil Litigation II 3 Units

**Prerequisite(s):** PLEG 101 F, PLEG 104 F, PLEG 105 F, and PLEG 201 F, with a grade of C or better.

54 hours lecture per term. This course continues the study of civil procedures from pretrial through trial, appeals, and judgment enforcement, emphasizing non-expert/expert discovery and trial preparation. Students gain practical experience in all remaining stages of a civil case, with continued coverage of billing and calendaring concepts related to discovery and the trial. (Degree Credit) (CSU)

### PLEG 203 F Tort Law (formerly Personal Injury) 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course will examine those topics that are important in a personal injury practice, including pre-litigation investigation, employment of experts, evaluation of damages, settlements, arbitration, and preparing for trial. All torts including intentional torts, negligence, strict liability, and product liability are covered. (CSU) (Degree Credit)

### PLEG 204 F Family Law 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better

54 hours lecture per term. This course provides an overview of family law practice. Students become familiar with family law forms and the preparation of various family law matters. Topics include the initial client interview, preparing pleadings, child and spousal support, custody and visitation, marital property rights and obligations, trial preparation, enforcement procedures, and post-judgment modifications. (CSU) (Degree Credit)

### PLEG 205 F Probate, Wills and Trusts 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F with a grade of C or better

54 hours lecture per term. This course provides an overview of estate planning and probate practice. Through drafting simple wills and trusts and by lecture, students will become familiar with the specialized documents and procedures of probate practice. (CSU) (Degree Credit)

### PLEG 206 F Bankruptcy Law and Procedure 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F with a grade of C or better.

54 hours lecture per term. This course provides an overview of bankruptcy law and practice. Students will become familiar with bankruptcy forms and the federal bankruptcy courts. Topics include: the role of the paralegal in bankruptcy, bankruptcy and research, Chapters 7, 11, 12, and 13 of the bankruptcy code, and examining bankruptcy cases. (CSU) (Degree Credit)

### PLEG 207 F Computer-Assisted Legal Research 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better

54 hours lecture per term. This course provides the student with an opportunity to explore and master legal research databases available through on-line and Internet services. In particular, this course will emphasize LEXIS/Westlaw on-line service, Internet accessibility to law libraries, and the use of CD ROM technology in conducting legal research. (CSU) (Degree Credit)

- PLEG 208 F Workers' Compensation Law** **3 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better  
 54 hours lecture per term. This course provides an overview of Workers' Compensation practice. Students become familiar with Workers' Compensation forms and the preparation of various Workers' Compensation matters. Topics include a study of the Workers' Compensation system, client interview, initiating benefits to the injured worker, discovery proceedings, vocational rehabilitation, trial preparation, appellate procedure and professional ethics. (CSU) (Degree Credit)
- PLEG 209 F Criminal Law and Procedure** **3 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better  
 54 hours lecture per term. This course provides an overview of criminal law and practice. Students will become familiar with the substantive and procedural aspects of criminal proceedings in both state and federal courts. Topics include: the role of the paralegal in prosecution and defense of criminal defendants, researching and drafting criminal court documents, constitutional ramifications in criminal courts, and sentencing procedures. (CSU) (Degree Credit)
- PLEG 210 F Paralegal Internship** **2-4 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 104 F and PLEG 105 F and PLEG 201 F and PLEG 202 F, with a grade of C or better.  
 18 hours lecture and 60-180 hours of unpaid employment or volunteer work per term in a legal office. Each 60 hours per term of unpaid supervised employment is required for one unit of credit. This course provides vocational learning opportunities for a student through employment in a law office. (CSU) (Degree Credit)
- PLEG 211 F Real Property Law and Procedure** **3 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 104 F with a grade of C or better  
 54 hours lecture per term. This course provides an overview of the law of real property and practice. Students will become familiar with the substantive and procedural aspects of real property law and the transactional requirements of conveyance. Topics include: the role of the paralegal in real estate practice, the appraisal and financing of real estate; researching and drafting real estate litigation and transactional documents, including but not limited to escrow instructions; sale, purchase and exchange agreements, deeds, deeds of trust, promissory notes, leases, and other instruments. (CSU) (Degree Credit)
- PLEG 213 F Employment and Labor Law** **3 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 104 F with a grade of C or better  
 54 hours lecture per term. This course provides students with an overview of the legal relationship between employer and employee and a basic understanding of employment and labor related law and its impact on the employer/employee relationship. The student will study both federal and state laws applicable to the employer/employee relationship. Areas covered include the basis for the employer/employee relationship, pre-employment concerns, legal aspects of the employment relationship, discrimination issues, discrimination actions, termination of the employer/employee relationship, the collective bargaining process, employee unions, union certification and de-certification and ethical issues. (CSU) (Degree Credit)
- PLEG 214 F Contract Law and Procedure** **3 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 104 F with a grade of C or better  
 54 hours lecture per term. This course provides an overview of the law of contracts and contract law practice and procedure. Students will become familiar with the substantive and procedural aspects of the law relating to contracts and the transactional requirements for the creation, administration, modification, and termination of contracts. (CSU) (Degree Credit)
- PLEG 215 F Electronic Discovery and Software Application** **3 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 116 F with a grade of C or better  
 54 hours lecture per term. This course provides students with an overview of managing legal data and the use of software that collects/utilizes that data in the law firm. The role of software in eDiscovery and information governance is explored, with a focus on eDiscovery vocabulary, technology platforms, and the role software plays in the litigation process. Students will explore technology used by litigation support professionals for data collection, document review and production, plus presentation at trial. (Degree Credit) (CSU)
- PLEG 216 F Computers in the Law Office II** **3 Units**  
 54 hours lecture per term. This course acquaints the student with the computer basics and application software that is unique to the legal environment and utilized by legal personnel. Students will be exposed to an array of legal software programs that maximizes efficiency in the legal community. Types of programs reviewed include, but are not limited to, programs for document preparation, case management, docketing, retrieval, billing and calendaring system. (CSU) (Degree Credit)
- PLEG 217 F Immigration Law** **3 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 104 F with a grade of C or better  
 54 hours lecture per term. This course is a practical examination of the immigration and nationality laws of the United States and the interplay of the administrative agencies involved in the administration and enforcement of those laws. Students will explore the paralegal's role in case assembly, compilation, intake, and processing. (Degree Credit) (CSU)
- PLEG 218 F Entertainment and Sports Law** **3 Units**  
 54 hours lecture per term. This course is a practical examination of the field of entertainment and sports law in the United States. Students will examine these unique industries from a legal standpoint. Emphasis will be placed on understanding the interrelationships among the various occupations inherent in the business of entertainment and sports. Students will be exposed to contracts that govern both industries and will learn how to draft, interpret and litigate those contracts. (CSU) (Degree Credit)
- PLEG 219 F Intellectual Property** **3 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 104 F with a grade of C or better  
 54 hours lecture per term. This course is a practical examination of the law of intellectual property, namely, trademarks, copyrights, patents and trade secrets. The methods by which each is created, procedures to register or protect each, duration of rights, protection from infringement, and new and international developments for each of these fields of intellectual property is explored. (CSU) (Degree Credit)
- PLEG 220 F Elder Law** **3 Units**  
**Prerequisite(s):** PLEG 101 F and PLEG 104 F with a grade of C or better.  
 54 hours lecture per term. This course examines issues regarding law and procedure for the aging population; financial planning covering advanced directives, wills, power of attorney, trusts; interviewing; patient's rights in healthcare decisions; entitlement programs; managed care; social security and elder abuse. (CSU) (Degree Credit)
- PLEG 221 F Ethics for Paralegals (formerly PLEG 090FF)** **2 Units**  
**Prerequisite(s):** PLEG 101 F with a grade of C or better.  
 36 hours lecture per term. This course is designed to acquaint the student with the rules of professional conduct and ethical requirements for a paralegal in today's legal environment. California law, the A.B.A. Model Rules and Codes, and Codes of Ethics from various paralegal associations will be explored. Students will examine such issues as attorney supervision of paralegals; unauthorized practice of law; confidentiality; conflicts of interest; legal fees and fiduciary duties; competence; malpractice; and ethical conduct issues in litigation. (Degree Credit) (CSU)

**PLEG 222 F Alternative Dispute Resolution 3 Units**

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides the student with an overview of non-litigation methods of resolving cases via alternative dispute resolution techniques. Specifically, students will learn about informal settlement options and more formal techniques, including mediation and arbitration. The application of dispute resolution will be explored as it relates to civil litigation; family law; small claims; and labor disputes. Given the ever-increasing cost of traditional litigation, the delay in access to court resources at any cost and the widening disparity in access to justice, a paralegal's working knowledge of Alternative Dispute Resolution renders this course a highly beneficial addition to the paralegal's resume. Alternative Dispute Resolution certification options for paralegals in California will also be explored. (Degree Credit) (CSU)

**PLEG 223 F Advanced Legal Research and Writing 3 Units**

**Prerequisite(s):** PLEG 101 F and PLEG 104 F and PLEG 105 F with a grade of C or better.

54 hours lecture per term. This course is an advanced practical writing skills course. Students will learn the paradigm associated with persuasive legal reasoning and writing. Topics include drafting and generating documents, typically filed with trial and appellate courts while also emphasizing the role of research in successful persuasive legal writing. (Degree Credit) (CSU)

**PLEG 225 F Law Office Management 3 Units**

54 hours lecture per term. This course is an introduction to the role of the paralegal in law office management. Topics include: the managerial challenges in the legal environment; historical development of law firm management; the four principal managerial activities and roles of the office administrator; comprehensive understanding of financial resources, human resources, and supervision unique to the legal environment. (CSU) (Degree Credit)

**PLEG 226 F Constitutional Law 3 Units**

54 hours lecture per term. This course provides an overview of the United States Constitution including a focus on the powers and limitations granted by Articles I, II, III, and the individual rights protected in the Bill of Rights. (CSU) (Degree Credit)

**PLEG 227 F International Law 3 Units**

54 hours lecture per term. This course provides an overview of the sources of public and private international laws. Topics include what constitutes international law: various treaties, the laws and regulations of the European Union, the ICJ and ICC, NAFTA, the role of the United Nations and other current events. This course fulfills the Multicultural Education Requirement for graduation. (CSU) (Degree Credit)