

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

Transfer course     A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** PLS 263 Administrative Law and Procedure

**UNIT VALUE:** 2

**MINIMUM NUMBER OF SEMESTER HOURS:** 32

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills.

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** LS 121/PLS 121 Introduction to Law

**COREQUISITE:**

**RECOMMENDED PREPARATION:** PLS 160 Computer Assisted Legal Research

**SCOPE OF COURSE:** The study of Administrative Law to include the legislative process, various agencies and rule making and adjudication. The focus of this course is on administrative procedure, i.e., the-doing-of administrative law.

**SPECIFIC COURSE OBJECTIVES:** Successful students will

1. demonstrate knowledge of the legislative process;
2. understand the role of Administrative Law and the paralegal;
3. understand the role of independent regulatory agencies;
4. locate various agency procedures and substantive laws;
5. understand the application of judicial review of agency actions;
6. develop an appreciation of agency rule making.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- A. The legislative process.

- B. Limitations on agency authority.
- C. Administrative law and the paralegal.
- D. Rule making
  - 1. Procedural due process
  - 2. The legal effect of rule making
- E. The field of Administrative Law.
  - 1. Substantive Law
  - 2. Procedural Law
- F. Judicial Review
  - 1. The adjudicative process and practice
  - 2. Judicial review of agency action

**REQUIRED READING:**

Adams. Basic Administrative Law for Paralegals. 2<sup>nd</sup> Edition. Aspen, 2003.

**SUGGESTED READING:**

Materials as selected by instructor.

**REQUIRED WRITING:** Case briefs and legal research memo.

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.**

Additionally, students will visit an administrative agency and participate in a hearing

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply:**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)

- \_\_\_\_\_ One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- \_\_\_\_\_ Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

A combination of projects and final exam for a total of 400 points.

$$90\% \times 400 = A = 360$$

$$80\% \times 400 = B = 320$$

$$70\% \times 400 = C = 280$$

$$60\% \times 400 = D = 240$$

$$F = 239 \text{ and below}$$

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes \_\_\_\_\_ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Angelo Corpora, #2501

**SIGNATURES ON FILE:**