

OIS 232.2 Legal Machine Transcription Advanced (1)
Recommended preparation: A minimum grade of 'C' in OIS 232.1
Note: Requires 32 hours lecture/laboratory; may be open entry/open exit
Transfer acceptability: CSU
 Advanced transcription techniques and skill development of multi page documents and specialized legal reports. Terminology includes the areas of corporations, real estate, and criminal law. Designed for the Office Information Systems Legal Secretary major.

Paralegal Studies (PLS)

Contact the Business Education Department for further information, (760) 744-1150, ext. 2488

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

PROGRAM OF STUDY

Legal Support Assistant

For students who are interested in working within the legal field. This certificate program prepares the student for entry-level legal work, or enhances the skills of those students already working in law offices, corporations, the courts, or government agencies.

A Certificate of Proficiency will be awarded to students who successfully complete the courses listed below.

CERTIFICATE OF PROFICIENCY

Program Requirements		Units
BUS 205	Business Writing	3
LS/PLS 121	Introduction to Law	3
LS 145	Legal Ethics	3
OIS 115	Filing and Records Management	1
OIS 210	Law Office Procedures I	3
PLS 110	Computer for Paralegals-Beginning	2
	Demonstrate the ability to type 35 words per minute	

TOTAL UNITS 15

Recommended Electives: BUS 110, 125; OIS 102

COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

PLS 50 CLA Exam Preparation (3)
 3 hours lecture
Recommended preparation: Completion of Paralegal Studies Program or seven years experience as a paralegal
Note: Credit/No Credit grading only
 An intensive review of substantive and procedural areas of the law to prepare for the Certified Legal Assistant (CLA) examination offered by the National Association of Legal Assistants. Successful completion of this examination certifies competence in the paralegal field and has been adopted by California as the qualifying standard for paralegals seeking advanced certification in specialty areas of practice.

PLS 110 Computer Skills for the Legal Profession (2)
 4 hours lecture/laboratory
Note: Cross listed as LS 110
Transfer acceptability: CSU
 A comprehensive hands-on study of computer software applications in the legal environment to include Word, Excel, Access, PowerPoint, PDF files, scanning, internet literacy and specific legal software.

PLS 120 Introduction to Paralegal Studies and Ethics (3)
 3 hours lecture
Transfer acceptability: CSU

An overview of the role of the paralegal/legal assistant. Introduction to legal terminology, ethics in the law office, management of legal data, and research methods.

PLS 121 Introduction to Law (3)
 3 hours lecture

Note: Cross listed as LS 121
Transfer acceptability: CSU;UC (pending)
 An introduction to law and the legal system. Includes an examination of the federal and state court system, criminal law, civil law, administrative law, and procedural law.

PLS 130 Client Interviewing and Investigations (2)
 2 hours lecture

Prerequisite: A minimum grade of 'C' in PLS 120
Recommended preparation: A minimum grade of 'C' in LS 121 or PLS 121
Transfer acceptability: CSU
 The process of interviewing clients and witnesses by a paralegal in preparing a legal matter for resolution or possible litigation. The investigative process includes both formal and informal investigations by the paralegal.

PLS 140 Contract Law (3)
 3 hours lecture

Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 This course is intended to provide the student with an in-depth analysis of the law pertaining to contract formation, and the resolution of contract disputes. Students will become familiar with basic contract drafting and interpretation.

PLS 150 Legal Research (2)
 2 hours lecture

Recommended preparation: A minimum grade of 'C' in ENG 100
Note: Cross listed as LS 150
Transfer acceptability: CSU
 The fundamental aspects of legal research through an in-depth analysis of case law, statutory law and administrative law on both a Federal and State level. It will further instruct the student on the appropriate use of secondary sources used in legal research.

PLS 155 Legal Writing (1)
 1 hour lecture

Prerequisite: LS/PLS 150 and ENG 100
Note: Cross listed as LS 155
Transfer acceptability: CSU
 The techniques of legal writing and analysis as applied to the drafting of a legal memorandum, case briefing, and law office correspondence. Using legal research skills developed in PLS 150/LS 150 to formulate written answers, in proper legal format, to legal issues and questions presented.

PLS 160 Computer Assisted Legal Research (1)
 2 hours lecture/laboratory

Prerequisite: LS/PLS 155
Recommended preparation: PLS 110 or BUS 170 and 171
Note: Credit/No Credit grading only
Transfer acceptability: CSU
 Computer assisted legal research addressing the role of the paralegal conducting legal research utilizing CD ROMs, database systems, Westlaw, Lexis, and the Internet.

PLS 170 Alternative Dispute Resolution (3)
 3 hours lecture

Prerequisite: LS/PLS 121
Note: Cross listed as LS 170
 Alternative Dispute Resolution (ADR) utilizes various processes to settle disputes without a court adjudication, i.e., an alternative to civil dispute resolution. This course will review minitrial, settlement conference, conciliation, and emphasize negotiation mediation, and arbitration. The role of the paralegal in ADR will be addressed and a review of the essential laws.

- PLS 190 Clinical Studies (3)**
9 hours laboratory
Prerequisite: LS/PLS 121
Note: Cross listed as LS 190; may be taken 3 times
Transfer acceptability: CSU
 This course provides the student with an opportunity to gain practical work experience within the legal field. The student will complete 120 hours of work at the internship site and attend three seminars during the semester that will focus on transitioning to the work force.
- PLS 197 Paralegal Studies Topics (.5-4)**
 Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.
Note: May be taken 4 times
Transfer acceptability: CSU
 Topics in Paralegal Studies. See Class Schedule for specific topic covered. Course title will designate subject covered.
- PLS 210 Computer Literacy for Paralegals – Advanced (2)**
4 hours lecture/laboratory
Transfer acceptability: CSU
 This course will prepare the student to perform at an intermediate to advanced level in all areas of computer applications related to the legal profession. The student will be using state of the art software and hardware, receiving hands-on instruction and practical applications in the use of the MSOffice Suite, docket control and legal billing software, PowerPoint presentations using an LCD projection system, online court reporting, record search and retrieval, document scanning, Internet searches, electronic mail, file formats, printing procedures, and file management in a networked environment. The course also includes creation of a portfolio of student work to display computer literacy skills.
- PLS 240 Civil Liberties and Procedures (3)**
3 hours lecture
Recommended preparation: ENG 50 or eligibility for ENG 100
Note: Cross listed as LS 240
Transfer acceptability: CSU; UC
 The study of the Bill of Rights and Supreme Court decisions focusing on civil rights and liberties. This area of constitutional law exams the relationship between individuals and government. Emphasis is on minority issues such as privacy, personal freedom, political equality, and first amendment jurisprudence.
- PLS 245 Civil Litigation I (3)**
3 hours lecture
Prerequisite: LS/PLS 121
Note: Cross listed as LS 245
Transfer acceptability: CSU
 The basic principles of civil procedures as they apply to jurisdiction, venue and pleadings required from both complainant and defense as viewed within the California Court System.
- PLS 246 Civil Litigation II (2)**
2 hours lecture
Prerequisite: LS/PLS 245
Transfer acceptability: CSU
 Continuation of Civil Litigation I with an increased emphasis on research and development of in-depth knowledge of selected topics within the field of civil litigation.
- PLS 248 Business Organizations (2)**
2 hours lecture
Prerequisite: LS/PLS 121
Recommended preparation: PLS 160
Note: Graded only
Transfer acceptability: CSU
 The role of the paralegal in corporate law will be emphasized with all business organizations reviewed; i.e., sole proprietorship, partnerships, and corporations. The primary focus will be on corporate formation and compliance.
- PLS 251 Probate Law and Procedure (2)**
2 hours lecture
Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 An overview of the procedural structure of basic probate court policies and practice. All necessary forms and pleadings will be examined and prepared.
- PLS 255 Family Law and Procedure (2)**
2 hours lecture
Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 A concentration on domestic relations concerned with such subjects as paternity, custody, support, child care, and separation, with special emphasis given to the dissolution of marriage. The student will prepare the proper forms for dissolution and related matters. Concepts of separate and community property and division of property upon dissolution are also covered. Various other aspects of family law are discussed.
- PLS 258 Bankruptcy Law and Procedure (2)**
2 hours lecture
Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 Introduction to bankruptcy emphasizing both debtor relief and debt collection under the United States Bankruptcy Code. The bankruptcy system is analyzed from an historical as well as a contemporary posture reflecting current practices, philosophies, and bankruptcy alternatives.
- PLS 259 Real Property Law and Procedure (2)**
2 hours lecture
Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 California real property law: titles, community property, liens, sales contracts, escrow, separate property and property transfers. How ownership is acquired, transferred, and the legal rights and duties of the parties. Preparation of the proper forms and documents incident to real estate ownership and leasehold interest.
- PLS 261 Torts and Personal Injury (3)**
3 hours lecture
Prerequisite: LS/PLS 121
Recommended preparation: PLS 160
Transfer acceptability: CSU
 An overview of substantive tort law with an emphasis on procedure. An examination of negligence and an overview of insurance law, to include forms, and the preparation of an actual case for arbitration and trial.
- PLS 263 Administrative Law and Procedure (2)**
2 hours lecture
Prerequisite: LS/PLS 121
Recommended preparation: PLS 160
Transfer acceptability: CSU
 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.
- PLS 265 Criminal Law and Procedure (2)**
2 hours lecture
Prerequisite: LS/PLS 121
Recommended preparation: ENG 100 and LS/PLS 150
Transfer acceptability: CSU
 An overview of substantive criminal law and the criminal justice process with an emphasis on criminal procedures through which criminal law is enforced.
- PLS 270 Intellectual Property (2)**
2 hours lecture
Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 Intellectual Property provides an overview of the law for paralegals who may wish to specialize in this area of practice. This course will focus on the role of the paralegal, as part of the legal team, in protecting patents, trademarks, and copyrights in the global marketplace.

PLS 271 Elder Law and Procedure (2)

2 hours lecture

Prerequisite: LS/PLS 121**Recommended preparation:** LS/PLS 150 and LS/PLS 155

Elder Law focuses on a comprehensive review of the law relative to elders, as one of the fastest growing areas in the field. The course will cover many different areas of the law having an impact on the elderly, including various important documents used in practice.

PLS 273 Immigration Law and Procedure (2)

2 hours lecture

Prerequisite: LS/PLS 121**Recommended preparation:** PLS 160**Note:** Graded only**Transfer acceptability:** CSU

This course will provide an overview of the basic principles of immigration law and procedure. Federal law and cases will be reviewed, along with legal principles of immigration law.

PLS 275 Employment Law and Practice (2)

2 hours lecture

Prerequisite: LS/PLS 121**Recommended preparation:** LS/PLS 150 and LS/PLS 155

Employment law for paralegals. An introduction to the regulatory environment, common law principles, and an overview of labor relation law. The course will review ADA, sexual harassment, discrimination, and employees' rights.

PLS 290 Contemporary Legal Issues (2)

2 hours lecture

Prerequisite: LS/PLS 150**Note:** Cross listed as LS 290**Transfer acceptability:** CSU

Contemporary legal issues will be explored by leading experts in the field via TV broadcasts. Seminars will be conducted for the purpose of further developing legal issues and completing a research project. Students will be encouraged to submit research projects to AAFPE for publication in the American Association for Paralegal Education Law Journal. This capstone course focuses on advanced legal writing, analysis, and research.

PLS 295 Directed Study in Paralegal Studies (1,2,3)

3, 6, or 9 hours laboratory

Prerequisite: Approval of project or research by department chairperson**Note:** May be taken 2 times**Transfer acceptability:** CSU

Independent study for students who have demonstrated skills and/or proficiencies in Paralegal Studies subjects and have the initiative to work independently on projects or research outside the context of regularly scheduled classes. Students will work under the personal supervision of an instructor.

Philosophy (PHIL)

Contact the Behavioral Sciences Department for further information, (760) 744-1150, ext. 2330

COURSE OFFERINGS**PHIL 100 Philosophical Theories Ethical and Political Values (3)**

3 hours lecture

Transfer acceptability: CSU; UC; CAN PHIL 4

An introduction to philosophical thinking through the study of ethical and political values using a combination problem and historical approach. Relations between philosophical problems and those of science, society, and ordinary life are stressed. Both classical and modern reading sources are used.

PHIL 101 Philosophical Theories Knowledge and Reality (3)

3 hours lecture

Transfer acceptability: CSU; UC; CAN PHIL 2

An introductory course to philosophical problems emphasizing methodology and

the fundamental problems of knowledge and reality. Detailed consideration is to be given to the empirical method and to rationalism. Readings are taken from both classical and contemporary sources.

PHIL 102 Reasoning About Philosophical Issues (3)

3 hours lecture

Recommended preparation: Eligibility for ENG 100**Transfer acceptability:** CSU; UC

Introduction to the relationship of language to logic, with applications of analysis, criticism, inductive and deductive reasoning and kinds of evidence to philosophical problems.

PHIL 105 Philosophy of Religion (3)

3 hours lecture

Transfer acceptability: CSU; UC

A critical consideration of selected perennial and modern problems: definition and role of religion and religious experience, mysticism, grounds for religious beliefs, and religious ethics. Students will be urged to evaluate critically their views of religion and their own religious beliefs. Both Eastern and Western religions will be considered.

PHIL 110 Asian Philosophies (3)

3 hours lecture

Transfer acceptability: CSU; UC

A critical examination of the philosophies which originated in Asia, including consideration of the practices which are associated with these belief systems. Several theories of meditation will be discussed. Some comparisons will be made to western attitudes and beliefs.

PHIL 115 Critical Thinking (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in ENG 100**Transfer acceptability:** CSU; UC

Development of skills for critical thinking including open-mindedness, functions and wayward uses of language, informal fallacies, hypotheses and inductive reasoning, and elementary deductive inference forms. Basic communication skills, especially written, are developed and a critical perspective on world views is emphasized.

PHIL 120 Logic (3)

3 hours lecture

Transfer acceptability: CSU; UC; CAN PHIL 6

An analysis of arguments and the cognitive functions of language through the use of modern symbolic techniques.

PHIL 130 Contemporary Philosophical Movements (3)

3 hours lecture

Note: May be taken 2 times**Transfer acceptability:** CSU; UC

A critical examination of philosophical movements that has influenced 20th Century views of the individual, society and reality, such as Existentialism, Marxism, Pragmatism and Transcendentalism. The movement of thought will be approached as an attempt to deal reflectively with certain problems of living in the modern world. The philosophy studied will vary from semester to semester.

PHIL 135 Pre Renaissance Western Philosophy (3)

3 hours lecture

Transfer acceptability: CSU; UC

Major Western philosophical views from the early Greeks through the 14th Century. Original philosophical works of the periods will be studied and evaluated through critical thinking and writing.

PHIL 136 Renaissance and Modern Western Philosophy (3)

3 hours lecture

Transfer acceptability: CSU; UC

Major Western philosophical views from the Renaissance to the present. Original philosophical works of the periods will be studied and evaluated through critical thinking and writing.