

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Legal Assistant 100B**COURSE TITLE:** Legal Procedures**Units: 2**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course provides an overview of various legal specialties offered under the legal assistant program and the job functions performed in them. Topics include an introduction to the litigation process, bankruptcy, family law, contract law, corporate law, estates, trusts and wills, federal court practices and procedures, legal communications, and legal research. Student's also learn specialized legal terminology.

REQUISITES:**Advisory:**

LEGL 100A with a grade of "C" or better, or equivalent

Limitation on Enrollment:

This course is not open to students with previous credit for LEGL 100 or ADJU 105 or BUSE 180

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 32 - 36**TOTAL LAB HOURS:****STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Comprehend substantive and procedural laws and their application within the American legal system
2. Diagram the steps required to navigate a case through the litigation process
3. Apply knowledge of the various legal specialties in writing
4. Read, analyze, and interpret laws by briefing cases and analyzing statutes
5. Research relevant databases for legal information
6. Draft legal documents as required by legal specialties (i.e., wills, contracts, petition)
7. Examine various job descriptions with each legal specialty
8. Recognize legal terminology as it relates to a legal specialty
9. Prepare a portfolio indexed by each legal specialty

SECTION II**1. COURSE OUTLINE AND SCOPE:**

A. **Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. Law

- A. Overview of assignments
- B. How to prepare a portfolio
- C. Legal terminology overview.
- D. Review job descriptions of specialty areas

II. Federal and state court system

- A. Four sources of laws used in court system
- B. Structure of the Court System
- C. Statutory Law vs. Case Law
- D. Substantive Law vs. Procedural law
- E. Alternative Dispute Resolution.

III. Litigation

- A. Overview of the civil process
- B. Identifying the parties to a lawsuit
- C. Drafting, filing and serving the complaint
- D. Various defendant response
- E. Discovery process (devices and forms)
- F. Preparation for trial
- G. Litigation terminology review.

IV. Bankruptcy

- A. Overview of bankruptcy process
- B. Jurisdiction and venue of filers
- C. Types of bankruptcies
- D. Property of the estate
- E. How to commence the suit
- F. Role of the trustee
- G. Bankruptcy terminology review.

V. Contract law

- A. Define a contract
- B. Create a contract
- C. Methods to test the genuineness of an agreement
- D. Contracts that require written agreements
- E. Breaches to a contract
- F. Contract terminology review.
- G. Business law/organizations
- H. Agency law
 - I. Sole proprietorships
 - J. Partnerships
- K. Corporations
- L. Corporate management, shareholders/directors
- M. Types of stock
- N. Documents required by Secretary-of-State
- O. Corporation terminology review.
- P. Trusts and wills
- Q. History of wills
- R. Parties to wills and trusts
- S. Types of wills
- T. Elements of a will
- U. Probating an estate
- V. Types of trusts
- W. Formation of trust estates
- X. Estates, trusts and wills terminology review.

VI. Family law

- A. Marital agreements
- B. Forms required to dissolve a marriage
- C. Jurisdiction for dissolution

- D. Community / separate property
- E. Preparation for trial
- F. Order to show cause hearings
- G. Custody/support/visitation
- H. Injunctive orders and relief
- I. Family law terminology review
- VII. Legal writing/research
 - A. Citation of cases/statutes
 - B. Components of a case
 - C. Primary and secondary sources
 - D. Brief a case using Issue, Rule, Application, and Conclusion (IRAC)
 - E. Legal communications and research terminology review

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

- I. 1. Chapters from assigned textbook.
- II. 2. Supplemental readings from current materials and handouts provided in class.
- III. 3. Civil codes as applied to the litigation process.
- IV. 4. Articles from legal journals that document the application of substantive and procedural laws.

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. 1. Composing legal memoranda
- II. 2. Analyzing and evaluating in writing how laws apply to a given situation
- III. 3. Comparing and contrasting federal and state laws regarding related topics such as bankruptcy, family law, and trusts and wills
- IV. 4. Analyzing research material in class discussions and in writing.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. 1. Visiting the local court house.
- II. 2. Meeting with an attorney or paralegal.
- III. 3. Researching information in a law library.
- IV. 4. Attending a San Diego Paralegal Association meeting.
- V. 5. Completing optional independent exercises.

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. 1. Drafting a contract
- II. 2. Drafting a will
- III. 3. Composing essays that define laws of bankruptcy
- IV. 4. Writing essay exams
- V. 5. Writing short responses to quizzes

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Team projects such as drafting contracts and forms for various business entities Individual portfolio projects Participation in classroom projects and discussions Examinations that assess students' knowledge and understanding of cases, statutes, and contracts.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Lecture
- * Lecture Discussion
- * Computer Assisted Instruction
- * Audio-Visual
- * Distance Education
- * Other (Specify)
- * Distance Education
- * Guest speakers.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Currier & Eimermann. Introduction to Paralegal Studies, 5th ed. West Publ. Co., 2000,
2. Miller & Urisko. West's Paralegal Today, Comprehensive ed. West Publ. Co., 1999,
3. Statsky. Introduction to Paralegalism, 5th ed. West Publ. Co., 1997,

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. As deemed appropriate by the instructor.

PROPOSAL ORIGINATOR: Helen Webb

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 05/05/2002