

SLO Presentation

LAW

Date: 09/11/2019

BUSINESS EDUCATION

LAW

Paralegal Studies--AA

- Student develop competency in preparing pleadings, discovery documents, trial and related briefs, and trial notebooks.
- Student distinguish and analyze Substantive Law.
- Students demonstrate skills at the end of the program to secure employment in a paralegal position or to transfer to a college to obtain a Bachelor's Degree
- Students develop competency in completing California court forms.
- Students develop competency in the utilization of legal software.
- Students perform legal analysis.

Paralegal--Certificate

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CSLO

LAW52 - Law Office Management

- Students will learn and use the following computer applications:
 1. Applying time keeping systems.
 2. Preparing a legal calendar.
 3. Using a retrieval system.
 4. Preparing word processing documents.
 5. Applying a database management system used in a general law office.

LAW56 - Introduction to Computerized Legal Software

- Students will demonstrate software in conjunction with a document control system. That will include applications for the following law office functions:
 1. Document maintenance
 2. Document retrieval
 3. Document construction
 4. Document billing
 5. Document calendaring.

LAW57 - Legal Document Production

- Students will learn how to use legal software to prepare advanced legal documents including complaints, fee agreements, interrogatories deposition summaries, pleadings, trial notebooks, legal templates, and other forms used in civil litigation with 75% of the students fulfilling these tasks with 80% accuracy.

LAW65 - Advanced Legal Technology

- Demonstrate understanding and working knowledge of cloud-based legal software for timekeeping and billing, calendaring, and data base management.
- Demonstrate spreadsheet management software; track, calculate, anticipate income and expenses; prepare financial documents; and maintain information for the law office.
- Demonstrate data base software; students will collect, track, analyze, and maintain information in the law office.

- Demonstrate graphic presentation software; students will combine text and graphic images to develop computerized slide shows, transparencies, and charts for use in the law office.

LAW100 - Introduction to California Civil Procedures

- Explain and prepare summons, complaints, answers to complaints, and court required supporting documents.
- Explain cross-complaints, amended pleadings, and attacks on pleadings.
- Explain the purpose of discovery and prepare notices of depositions.
- Explain the jurisdictional and venue requirements of the Superior Court.

LAW101 - Introduction to Law

- Describe and compare careers in the legal field.
- Explain the duties and functions of paralegals.
- Describe the judicial system at both the federal and state level.
- Explain the differences in procedure and theory between Tort Law and Criminal Law.
- Prepare a research project pertaining to law.

LAW102 - Advanced Californial Civil Procedures

- Explain the purpose of and prepare form interrogatories.
- Explain the purpose of and prepare special interrogatories.
- Explain the purpose of and prepare requests for admissions.
- Analyze a factual situation and prepare appropriate motion to compel.
- Prepare a trial brief.

LAW103 - Legal Research

- Distinguish between primary and secondary sources of the law.
- Use legal encyclopedias; statutory, regulatory, case law books; Shepard's Citations; and other research finding tools.
- Introduction to the application of computerized legal research.
- Prepare simple memorandums and legal briefs.

LAW104 - Advanced Legal Research

- Find federal and state statutes using computerized research methods.
- Prepare legal memorandums.
- Prepare legal briefs.
- Draft persuasive pleadings including motions with supporting memorandum of points and authorities.

LAW105 - Introduction to Federal and California Employment and Labor Law

- Define and explain the rights and responsibilities of both employees and employers under federal and California employment and labor laws.
- Define and explain the consequences of failure to comply with the laws for both employers and employees.
- Explain the Fair Labor Standards Act, Federal Family Medical Leave Act, privacy rights, and sexual harassment laws.

LAW106 - Bankruptcy Laws

- Explain a chapter 7 bankruptcy proceeding.
- Explain a chapter 11 bankruptcy proceeding.
- Explain a chapter 13 bankruptcy proceeding.
- Prepare a complete chapter 7 bankruptcy petition.
- Prepare a creditor's claim.

LAW107 - Probate Procedures

- Determine whether a particular estate requires probate.

- Prepare a petition for probate, inventory, and appraisal.
- Prepare a notice of proposed action.
- Draft a creditor's claim.

LAW108 - Family Law Procedures

- Distinguish between an annulment, legal separation, and dissolution of marriage.
- Prepare a petition for dissolution.
- Prepare a request for order with supporting declaration.
- Prepare an order approving temporary orders.

LAW109 - Torts and Personal Injury

- Prepare Complaint and Answer
- Define Tort Law.
- Distinguish between intentional and unintentional torts.
- Explain the difference between negligence and products liability.
- Prepare investigative summaries of cases.

LAW110 - Business Law

- Define and distinguish between sole proprietorships, partnerships, and corporations.
- Explain the differences between Common Law contracts and contracts governed by the UCC.
- Define and explain bailments.
- Explain the development of American Law and the court system.
- Explain tort and criminal law on business.

LAW111 - Business Law

- Define and explain the different types of contracts.
- Explain the elements of a valid contract.
- Explain the remedies available for breach of contract.
- Explain the U.C.C.
- Identify and explain negotiable instruments (a.k.a. commercial paper).

LAW112 - Estate Planning for the Paralegal

- Distinguish between inter-vivos and testamentary trusts.
- Prepare a simple living/testamentary trust.
- Prepare a durable power of attorney form.
- Prepare a will.

LAW113 - Fundamentals of Alternate Dispute Resolutions

- Prepare a mediation and/or arbitration brief
- Explain mediation proceedings.
- Prepare a mediation and/or arbitration

LAW114 - Law on the Internet

- Given a factual scenario, the student will do the following:
 1. Identify the legal issue
 2. Determine the type of information needed from the Internet
 3. Develop a search query or strategy to obtain the necessary information
 4. Prepare a written document presenting the information in an appropriate manner
- When presented with a request for information the student will:
Identify the website where the information is located or develop a search strategy to locate the information.
- Locate general factual information needed for real life and law office related scenarios. Such as, statistical information regarding parties, witnesses and decedents, information for referrals to competent attorneys, purchase supplies and equipment, and procedural information

regarding the filing of legal documents

LAW115 - Elder Law

- Recognize eligibility and benefits available for the elderly through Medicare.
- Describe Medi-Cal eligibility for nursing home benefits.
- Determine when the Domestic Violence Prevention Act applies to the elderly.
- Prepare a Durable Power of Attorney for health care benefits.

LAW116 - Criminal Law

- Describe the defenses available to defendants.
- Differentiate between crimes against a person, property, and business.
- Describe the types of intellectual and white collar crimes.
- Explain the exclusionary rule and its exceptions.
- Explain search and seizure principles under the Fourth Amendment and their exceptions.

LAW119 - Legal Aspects of Mass Communication

- A. Seventy percent (70%) of students will be able to identify the five freedoms of the First Amendment
- B. Seventy percent (70%) of students will be able to identify and define the three elements of libel
- C. Seventy percent (70%) of students will be able to identify fair use application of copyrighted material from a list of examples with seventy percent accuracy

LAW120 - Legal Ethics

- Students will be given a factual scenario and the student will be able to do the following:
Understand the ethical guidelines for the regulation of paralegals and the sanctions for violation thereof.
- Identify issues regarding the unauthorized practice of law.
- Apply the principles of confidentiality.
- Recognize any issues involving unauthorized advertising and solicitation.
- Determine whether or not there is an issue involving a conflict of interest.

LAW150 - Intellectual Property Law

- Distinguish between and explain the types of Intellectual Property including trademarks, copyright, and patents.
- Prepare a copyright application.
- Prepare a deadline docket report.
- Prepare an assignment of Intellectual Property rights.
- Search for and format a patent application.
- Search for and format a patent application.
- Search for and format a patent application.
- Search for and prepare trademark applications

LAW160 - California Workers' Compensation Law

- Analyze and explain medical-legal forms
- Define and explain California laws regarding workers' compensation rights and benefits
- Explain and prepare various workers' compensation form
- Explain the Appeals Board Hearing procedure
- Understand client intake issues and prepare intake form

LAW161 - Consumer Law

- Students will define and distinguish the small claims court system, contracts, negligence, wills, business organizations, marriage and divorce rights, bankruptcy, consumer protection rights and principles of insurance law and environmental law with seventy-five percent (75%) of the students fulfilling these tasks with eighty percent (80%) accuracy.

LAW171 - Legal Occupational Work Experience

- Provided with an opportunity to use their classroom knowledge and experience in the real world setting of a law office or other work site.
- Create a resume.
- Create a cover letter.
- Complete 60 volunteer hours per unit of course work or complete 75 paid hours per unit of course work.

LAW172 - Legal Occupational Work Experience

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LAW174 - Legal Occupational Work Experience

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- Create a cover letter.
- Complete 60 volunteer hours per unit of course work or complete 75 paid hours per unit of course work.

LAW220 - Landlord and Tenant Law

- Determine the type of tenancy relationship.
- Prepare a 3-day, 30-day, and 60 day notice.
- Prepare an unlawful detainer complaint.
- Prepare an answer to the complaint.
- Prepare a writ of execution, judgment, and sheriff's instructions.

LAW230 - Corporate Law

- Prepare by-laws.
- Distinguish between corporation, partnerships, and limited liability companies.
- Prepare articles of incorporation.
- Prepare articles of organization.
- Prepare a statement of information form.
- Prepare minutes.

LAW260 - Immigration Law

- Apply the criteria by which immigration would be allowed or denied.
- Analyze the difference between a quota system and a preference system.
- Describe the difference between non-immigrant visas and immigrant visas.
- Analyze the reason for either granting or denying asylum.

LAW290 - Capstone Course -- Paralegal Program

- Prepare a portfolio project demonstrating legal knowledge, practical skills, and technological skills.
- Prepare a written assessment.

- Prepare an oral communication assessment.
- Demonstrate paralegal ethical responsibilities.