



Spring 2017

Schedule of Paralegal Certificate Classes

Semester	<u>Hybrid</u> (face to face, plus internet)	<u>Online Only</u> (no face to face)
Spring	2, 11, 13, 16, 19, 34	1, 2, 10, 11, 12, 13, 17, 18, 20
Fall	1, 10, 12, 17, 18, 20	1, 2, 11, 12, 13, 16, 19, 20, 34

Suggested Sequence of Classes

Take Law 1 and Law 10 first, then any of the other classes, keep Law 16, 17 and 34 for your last classes

LAW

001 - BUSINESS LAW I (UC:CSU) 3.00 UNITS

Prerequisite: None

Study of the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, and negotiable instruments.

0368 LEC 3:10 hrs/wk TBA ZAGHI, A. 80 INTERNET
08113.00
Canvas - ilearn.laccd.edu

002 - BUSINESS LAW II (UC:CSU) 3.00 UNITS

Prerequisite: None

Further study of the fundamental principles of law as they apply in the business world. Examines bailment, the rights and liabilities of agent, principles and liabilities of agent, principles and third parties, partnerships, corporations, stockholders, negotiable instruments and securities.

0369 LEC 3:10 hrs/wk TBA MORINAKA, B.S. 65 INTERNET
08113.00
Canvas - ilearn.laccd.edu

3320 LEC 6:50 pm - 8:15 pm T LOPEZ, V.S. 60 CMS 204
08111.50
& LEC 1:25 hrs/wk TBA LOPEZ, V.S. 60 INTERNET
08111.50

HYBRID Class - On campus meetings are "Mandatory"
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010 - INTRODUCTION TO LEGAL ASSISTANT I (CSU) 3.00 UNITS

Prerequisite: None

Introductory study of law including an overview of the system of American law, legal reasoning, case law, statutes, the courts, court procedures, constitutional law, torts, intellectual property, criminal law, administrative law, international law, employment law and environmental law.

0370 LEC 3:10 hrs/wk TBA JORDAN, D.C. 80 INTERNET
07413.00
Canvas - ilearn.laccd.edu

011 - INTRODUCTION TO LEGAL ASSISTANT II (CSU) 3.00 UNITS

Prerequisite: None

Study of civil and criminal procedures. Emphasis is on parties and jurisdiction, pleadings, discovery, pre-trial and trial preparation, appeal, enforcement

0371 LEC 3:10 hrs/wk TBA JACKMAN, J. 65 INTERNET
08113.00
Canvas - ilearn.laccd.edu

3321 LEC 8:30 pm - 9:55 pm Th LEWIS, D. 60 CMS 204
08113.00
& LEC 1:25 hrs/wk TBA LEWIS, D 60 INTERNET
08111.50

HYBRID Class - On campus meetings are "Mandatory"

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012 - TORT LAW AND CLAIMS INVESTIGATION (CSU) 3.00 UNITS

Prerequisite: None

Study of the law of torts including intentional torts, privileges, negligence, joint & several Liability, damages, defenses, liability without fault, product liability, strict liability, nuisance, trespass, economic torts, misuses of legal process, defamation, invasion of privacy, insurance, and workers' compensation.

0372 LEC 3:10 hrs/wk TBA ROSE, E.G. 65 INTERNET
08113.00
Canvas - ilearn.laccd.edu

3322 LEC 8:30 pm - 9:55 pm M DE LA GARZA, J.E. 60 CMS 005
08111.50
& LEC 1:25 hrs/wk TBA DE LA GARZA, J.E. 60 INTERNET
08111.50

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013 - WILLS, TRUSTS, AND PROBATE ADMINISTRATION (CSU) 3.00 UNITS

Prerequisite: None

Study of the law of wills and trusts, including simple wills, codicils, trust forms, living trusts, pour over wills, advance directives, powers of attorney, guardianship, conservatorship, caretakers, basic estate planning, life estates, disposition of property outside probate, tax issues, and life insurance trusts.

0373 LEC 3:10 hrs/wk TBA LAMPERT, E.L. 65 INTERNET
08113.00
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3323 LEC 6:50 pm - 8:15 pm M HIBLER, J.M. 60 CMS 204
08111.50

& LEC 1:25 hrs/wk TBA HIBLER, J.M 60 INTERNET
0811 1.50

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016 - CIVIL AND CRIMINAL EVIDENCE (CSU) 3.00 UNITS

Prerequisite: None

Study of the rules of civil and criminal evidence and the admissibility of such evidence in court including relevancy, hearsay, hearsay exceptions, character evidence, habit and custom, witness & competency, impeachment, authentication and identification of documents, constitutional restraints, and common law privileges. Students analyze evidentiary objections to trial transcripts, and other legal documents.

3324 LEC 6:50 pm - 8:15 pm W JORDAN, D.C. 60 CMS 004
0811 1.50

& LEC 1:25 hrs/wk TBA JORDAN, D.C. 60 INTERNET
0811 1.50

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017 - LEGAL WRITING (CSU) 3.00 UNITS

Prerequisite: None

Study of legal drafting and writing including writing case briefs, demand letters, legal memoranda, motions, pleadings, and writing a legal research paper.

0376 LEC 3:10 hrs/wk TBA JORDAN, D.C. 65 INTERNET
0741 3.00

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018 - MARRIAGE AND FAMILY LAW (CSU) 3.00 UNITS

Prerequisite: None

Study of marriage and family law with emphasis on dissolution of marriage, California community property laws, jurisdiction, forms completion, calendaring, discovery, support and custody issues, restraining orders, and domestic disputes.

0374 LEC 3:10 hrs/wk TBA JORDAN, D.C. 65 INTERNET
0741 3.00

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3325 LEC 6:50 pm - 8:15 pm Th PRICE, J.G. 60 CMS 204
0811 1.50

& LEC 1:25 hrs/wk TBA PRICE, J.G. 60 INTERNET
0811 1.50

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019 - PROPERTY AND CREDITOR RIGHTS 3.00 UNITS

Prerequisite: None

Study of property and creditor rights including real and personal property, joint tenancy, leases, deeds, escrows, deeds of trust, the system of recording and search of public documents, bankruptcy laws and forms, landlord-tenant, secured transactions, collateral, purchase money security interests, liens, attachments, garnishments, and other creditor's remedies.

3326 LEC 5:15 pm - 6:40 pm W JORDAN, D.C. 60 CMS 004
0811 1.50

& LEC 1:25 hrs/wk TBA JORDAN, D.C. 60 INTERNET
0811 1.50

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020 - BASIC PROBATE PROCEDURES (CSU) 3.00 UNITS

Prerequisite: None

Study of the fundamental principles and methods of fact gathering, office procedures, and required court work involved in the handling of probates of both testate and intestate decedents, as well as the administration of estates in California Probate Courts.

0375 LEC 3:10 hrs/wk TBA GUDINO, A.C. 65 INTERNET
0811 3.00

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034 - LEGAL RESEARCH LABORATORY 3.00 UNITS

Prerequisite: None

Study of legal research including key search terms, precedents, citation format, finding cases, constitutions, statutes, regulations, ordinances, conducting, expanding and updating both federal and California legal research and reporting research results in various formats.

3327 LEC 8:30 pm - 9:55 pm T SOLEDAD, H. 60 CMS 204
0811 1.50
& LEC 1:25 hrs/wk TBA SOLEDAD, H. 60 INTERNET
0811 1.50

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