

PARALEGAL STUDIES

The Paralegal Studies program at Oxnard College strives to produce competent, well-rounded paralegals who communicate effectively, demonstrate professional skills, and have the training and experience to assist attorneys effectively in a variety of legal practice settings. Students completing the program will be prepared for the following career opportunities at the entry level position: legal assistant, paralegal, court judicial assistant, legal secretary, immigration assistant, legal office manager, court reporter, court clerk, legal document assistant, and law office clerk.

General Information

Per ABA Guidelines, all students are required to take at least 9 semester credits of legal specialty (i.e., Paralegal courses) through synchronous classroom instruction, which includes live online and/or HyFlex modalities.

The ABA stresses that Paralegals may not provide legal services directly to the public except as permitted by law. "No person shall practice law in this state unless he/she is an active member of the State Bar." Cal. Bus. & Prof. Code, § 6125.

LAW R101 Paralegal Fundamentals 3 Units

Formerly: PLS R101

In-Class Hours: 52.5 lecture

This course explores the legal system including basic legal terminology, sources of law, legal reasoning, federalism, court structure, the rules of procedure, and ethical standards for lawyers and legal assistants. This course includes substantive introduction to the law of contracts, torts, crimes, common law, and the U.S. Constitution.

Advisories/Rec Prep: ENGL R101 or ENGL R101H

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R102 Introduction to Legal Technology 3 Units

Formerly: PLS R041

In-Class Hours: 52.5 lecture

This course introduces the student to the variety of software packages specifically designed for the law office, including law related word processing, time billing, case management, electronic discovery, court presentation and timeline creation. The student will become sufficiently proficient in these software packages to be productive in the law office on each.

Advisories/Rec Prep: ENGL R101 or ENGL R101H

Grade Modes: Letter Graded, Credit by exam, license etc.

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R103 Communications and Case Management 3 Units

Formerly: PLS R109

In-Class Hours: 52.5 lecture

This course covers two subjects of importance to the paralegal. First, this course seeks to impart knowledge of general psychological principles and skills in applying that knowledge to social and organizational situations. In addition, these skills will be developed through exercises involving real world scenarios that will be common to the experience of the paralegal in their profession. Second, this course seeks to inform students how a law office is managed in its many aspects from maintaining client confidences to ethically and legally accounting for client trust funds. This information will be crucial to the paralegal to inform them about how law practices differ from the conduct of other businesses.

Advisories/Rec Prep: ENGL R101 or ENGL R101H

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R104 Legal Research and Writing I 3 Units

Formerly: PLS R104

In-Class Hours: 52.5 lecture

Prerequisites: ENGL R101 or ENGL R101H

This course will introduce the student to print research in a law library and computer-based legal research methods, focusing on Federal and California constitutional, statutory and common law in encyclopedia, restatements, model statutes, legislative materials, articles, and other secondary sources of exposition and analysis. The course will also cover critical reading, principles of legal construction and interpretation, and drafting basic legal documents.

Advisories/Rec Prep: LAW R101

Grade Modes: Letter Graded

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R105 Legal Research and Writing II 3 Units

Formerly: PLS R105

In-Class Hours: 52.5 lecture

Prerequisites: LAW R104

The student will expand research and writing skills using law library, computerized or online resources, and by preparing memoranda, pleadings, transactional documents, or similar legal writings.

Grade Modes: Letter Graded

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R110 Criminal Law and Procedure 3 Units*Formerly:* PLS R110*In-Class Hours:* 52.5 lecture*Prerequisites:* LAW R104

This course is designed to equip the student with the learning needed to understand the principles of criminal law and criminal procedure as well as those skills needed in the daily practice in a law office. The course will cover crimes, defenses, punishment, search and seizure law and pre-trial, trial and review procedures.

Grade Modes: Letter Graded, Credit by exam, license etc.**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**LAW R112 Torts 3 Units***Formerly:* PLS R102*In-Class Hours:* 52.5 lecture*Prerequisites:* LAW R104

This course studies the legal concepts of duty, breach, causation, and damages. Students will explore traditional torts, such as negligence and fraud, and newer torts, such as "wrongful life." Students will be drafting "complaints" and instructed on investigative techniques.

Grade Modes: Letter Graded, Credit by exam, license etc.**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**LAW R113 Contracts 3 Units***Formerly:* PLS R103; LA R103*In-Class Hours:* 52.5 lecture*Prerequisites:* LAW R104

This course studies the formation, interpretation and breach of contracts, both written and oral. Students will be drafting complaints for breach of contract lawsuits. The class will explore investigative techniques commonly used.

Grade Modes: Letter Graded, Credit by exam, license etc.**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**LAW R114 Evidence 3 Units***Formerly:* PLS R108*In-Class Hours:* 52.5 lecture*Prerequisites:* LAW R104

Students will learn the rules of civil and criminal evidence. Theory and principles of evidence as utilized and applied to the civil discovery process will be emphasized. Students will examine and analyze the Federal Rules of Evidence, the California Evidence Code, and applicable court decisions.

Grade Modes: Letter Graded, Credit by exam, license etc.**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**LAW R115 Civil Procedure and Litigation 3 Units***Formerly:* PLS R106*In-Class Hours:* 52.5 lecture*Prerequisites:* LAW R104

Students will learn, analyze, and examine the basic principles of civil procedures and court rules as applicable to civil practice and litigation including jurisdiction, venue, and preparation of pleadings in a civil action by both parties in the California Court system.

Grade Modes: Letter Graded, Credit by exam, license etc.**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**LAW R120 Real Estate Law 3 Units***Formerly:* PLS R120*In-Class Hours:* 52.5 lecture*Prerequisites:* LAW R104

This course examines the field of real property law and prepares the student to assist in real estate transactions. Topics include: ownership rules, determination of title, acquisition, and transfer of property, financing, and taxation.

Advisories/Rec Prep: LAW R113**Grade Modes:** Letter Graded, Credit by exam, license etc.**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None

LAW R121 Family Law 3 Units

Formerly: PLS R107

In-Class Hours: 52.5 lecture

Prerequisites: LAW R104

This course examines the law governing the definition of family and the rights and duties of family members to each other. It concentrates on marriage and dissolution, domestic violence, family law orders, paternity, pre-marital, post-marital, cohabitation agreements, spousal, child support and child custody, and adoptions.

Advisories/Rec Prep: LAW R102

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R122 Immigration Law 3 Units

Formerly: PLS R122

In-Class Hours: 52.5 lecture

Prerequisites: LAW R104

This course surveys immigration in the United States and how the paralegal supports the attorney. Topics covered include: visitors for business and pleasure, temporary visas, employment based preferences, asylum, and citizenship. Also covered will be representation before Department of Homeland Security agencies.

Advisories/Rec Prep: LAW R102

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R123 Employment Law 3 Units

Formerly: PLS R123

In-Class Hours: 52.5 lecture

Prerequisites: LAW R104

This course covers federal law and California state law governing employment relationships, job discrimination, sexual harassment, workplace privacy, labor standards, human resource management, American with Disabilities Act, and other matters involved with employment law.

Advisories/Rec Prep: BUS R111; LAW R113

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R124 Probate Law 3 Units

Formerly: PLS R126

In-Class Hours: 52.5 lecture

Prerequisites: LAW R104

This course will cover the various types of documents a paralegal might be involved in drafting in a typical probate and estate planning practice. Such documents include, but are not limited to, wills, trusts, powers of attorney, and advance health care directives. Paralegal students will become familiar with the various forms of complex estate planning, such as revocable and irrevocable trusts, and many documents that accompany such estate planning techniques. The paralegal student will also become familiar with the various mechanisms for transferring property upon death with and without probate administration. Further, the paralegal student will learn about the areas of guardianship and conservatorship. Course content will be based in California law.

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R130 Paralegal Seminar 1 Unit

In-Class Hours: 17.5 lecture

Prerequisites: LAW R105 or concurrent enrollment

This course examines ethics, advanced paralegal communication skills, law office management, problem solving, and analysis skills. It also includes a component on employment, networking and job search.

Catalog Notes: This course is designed to be taken during the student's last semester prior to completion of the COA in Paralegal Studies or Associate of Science in Paralegal Studies.

Grade Modes: Letter Graded

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

LAW R191 Work Experience Education in Paralegal Studies 3 Units

In-Class Hours: 162 paid cooperative

Work Experience Education provides supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students' educational or occupational goals. Each unit of credit requires 54 hours of employment during the semester. Work Experience Education is available to all students.

Catalog Notes: Students may enroll in up to 14 units of work experience education per semester or term; There is no limit to the number of terms for which a student may enroll in work experience education.

Enrollment Limitations: Completion of or concurrent enrollment in a LAW course and instructor approval.

Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

- Paralegal Studies, Associate in Science (<http://catalog.vcccd.edu/oxnard/programs-courses/paralegal-studies/paralegal-studies-as/>)
- Legal Secretary, Certificate of Achievement (<http://catalog.vcccd.edu/oxnard/programs-courses/paralegal-studies/legal-secretary-coa/>)
- Paralegal Studies, Certificate of Achievement (<http://catalog.vcccd.edu/oxnard/programs-courses/paralegal-studies/paralegal-studies-coa/>)

For more information contact:

Evan Hess (805) 678-5067 ehess@vcccd.edu