



Catalog 2017-2018

Addendum No.2

The following information was inadvertently omitted from the Catalog 2017-2018. Please attach this addendum to your current catalog.

[Course Modifications]

COURSE DESCRIPTIONS

LEGL 259. LEGAL ASSISTANT. AN INTRODUCTION ETHICS AND PROFESSIONAL RESPONSIBILITY 1 UNIT

Grading Basis: ~~Grade or Pass/No Pass option available~~ Grade only

Lecture: 1 hour

Offered: ~~Variable~~ Fall, Spring

~~Introduces students to the SWC Legal Assistant program. Provides students with information about career opportunities, and to help gain basic knowledge about the role of the legal assistant in the legal community. Covers legal ethics, legal terminology, and the court system.~~ Provides in-depth coverage of all the major areas of legal ethics, placing special emphasis on how the rules affect paralegals. [D; CSU]

LEGL 270. COMPUTER SKILLS FOR LEGAL PROFESSIONALS 2.5 UNITS

Recommended Preparation:

~~LEGL 223, LEGL 228, LEGL 255, or BUS 229, or equivalent; ability to type 25 wpm.~~

Grading Basis: Grade or Pass/No Pass option available

Lecture: 2 hours **Laboratory:** 2 hours

Offered: ~~Variable~~ Spring

Helps students in ~~legal secretarial~~ paralegal ~~administration of justice~~ or related careers. Allows students to gain skills in developing both court and non-court documents on the computer. Reviews ~~basic~~ word processing skills and preparation of common legal forms and documents including correspondence, ~~minutes pleadings, contracts, newsletters, bylaws, footnotes, headers and footers, mail merge, macros, legal templates, tables of authorities, pleadings, billing statements, and attorney/ paralegal time records using computer software~~ discovery documents, legal spreadsheets and databases, time and billing, proper emailing, and trial presentation. [D; CSU]

LEGL 290. LEGAL COOPERATIVE WORK EXPERIENCE I ~~21-43~~ UNITS

Grading Basis: Grade only

Laboratory: ~~120-300~~ 60.0-225.0

Offered: Fall

Corequisite:

LEGL 225 (may be taken previously)

Limitation on Enrollment:

Declared Paralegal Studies or Legal Office Professional major

Recommended Concurrent Enrollment:

Enrollment in one other class directly related to the Paralegal Studies or Legal Office Professional major in order to apply learned theory in a practical hands-on setting through an internship class

Introduces principles and skills acquired in the Paralegal Studies or Legal Office Professional major to on-the-job assignments. One unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. Credit may be accrued at the rate of ~~2 1~~ to ~~4 3~~ units per semester for a total of ~~sixteen~~ ~~twelve~~ units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

LEGL 291. LEGAL COOPERATIVE WORK EXPERIENCE II 21-43 UNITS

Grading Basis: Grade only

Laboratory: ~~120-300~~ 60.0-225.0

Offered: Variable

Prerequisite:

LEGL 290 or equivalent

Limitation on Enrollment:

Declared Paralegal Studies or Legal Office Professional major

Recommended Concurrent Enrollment:

Enrollment in one other class directly related to the Paralegal Studies or Legal Office Professional major in order to apply learned theory in a practical hands-on setting through an internship class.

Applies beginning-level principles and skills acquired in the Paralegal Studies or Legal Office Professional major to on-the-job assignments. One unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. Credit may be accrued at the rate of ~~2 1~~ to ~~4 3~~ units per semester for a total of ~~sixteen~~ ~~twelve~~ units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

LEGL 292. LEGAL COOPERATIVE WORK EXPERIENCE III 21-43 UNITS

Grading Basis: Grade only

Laboratory: ~~120-300~~ 60.0-225.0

Offered: Variable

Prerequisite:

LEGL 291 or equivalent

Limitation on Enrollment:

Declared Paralegal Studies or Legal Office Professional major

Recommended Concurrent Enrollment:

Enrollment in one other class directly related to the Paralegal Studies or Legal Office Professional major in order to apply learned theory in a practical hands-on setting through an internship class.

Provides intermediate-level principles and skills acquired in the Paralegal Studies or Legal Office Professional major to on-the-job assignments. One unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. Credit may be accrued at the rate of ~~2~~ 1 to 4 3 units per semester for a total of ~~sixteen~~ twelve units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

LEGL 293. LEGAL COOPERATIVE WORK EXPERIENCE IV 2 1-4 3 UNITS

Grading Basis: Grade only
Laboratory: ~~120-300~~ 60.0-225.0
Offered: Variable
Prerequisite:

LEGL 292 or equivalent
Limitation on Enrollment:

Declared Paralegal Studies or Legal Office Professional major

Recommended Concurrent Enrollment:

Enrollment in one other class directly related to the Paralegal Studies or Legal Office Professional major in order to apply learned theory in a practical hands-on setting through an internship class.

Covers advanced-level principles and skills acquired in the Paralegal Studies or Legal Office Professional major to on-the-job assignments. One unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. Credit may be accrued at the rate of ~~2~~ 1 to 4 3 units per semester for a total of ~~sixteen~~ twelve units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

[Program Modifications]

ASSOCIATE IN SCIENCE DEGREE PARALEGAL STUDIES

Associate in Science Degree
Career/Technical (Major Code: A2516)

PROGRAM LEARNING OUTCOME STATEMENT:

Students read case law and prepare a written analysis of how the law applies to the facts of the case.

Prepares students for a career as a paralegal or other law-related career with a multicultural international perspective. Trains students with a combination of legal theory, principles, procedures, and practical applications, including a hands-on paralegal internship. Emphasizes research, litigation, trial preparation skills, including familiarity with court documents, interviewing clients, drafting legal documents, and experience with legal software.

LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 258	Legal Communications	3
LEGL 259	Legal Assistant: An Introduction Ethics and Professional Responsibility	1
LEGL 260	Legal Research	3
LEGL 261	Civil Litigation I	3
LEGL 268	Computer Assisted Legal Research (CALR)	2

LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290-293	Legal Cooperative Work Experience I-IV * (1 2-3 4)	2

Select 11 units from the following courses: 11

LEGL 225	Law Office Management (3)	
LEGL 256	International Law for Business (3)	
LEGL 262	Immigration Law and Procedure (3)	
LEGL 263	Family Law (3)	
LEGL 264	Wills, Trusts, and Estates (3)	
LEGL 266	Mediation, Negotiation, and Conflict Management (2)	
LEGL 267	Interviewing and Investigation for Paralegals (2)	
LEGL 269	Civil Litigation Procedures (3)	
LEGL 271	Introduction to Intellectual Property (2)	
LEGL 272	Business Organizations (2)	

Select 3 units from the following courses: 3

AJ 151	Concepts of Criminal Law (3)	
AJ 156	Legal Aspects of Evidence (3)	
AJ 181	Juvenile Law and Procedures (3)	
BUS 140	Business Law/The Legal Environment of Business (3)	
RE 106	Legal Aspects of Real Estate (3)	

Total units 33.5

To earn an associate degree, additional General Education and Graduation Requirements must be completed.

ASSOCIATE IN SCIENCE DEGREE PARALEGAL STUDIES: BILINGUAL (ENGLISH/SPANISH)

Associate in Science Degree
Career/Technical (Major Code: A2517)

PROGRAM LEARNING OUTCOME STATEMENT:

Students read case law and prepare a written analysis of how the law applies to the facts of the case.

~~Prepares the Spanish bilingual students for a career as a paralegal or related career with a multicultural/international perspective. Reviews NAFTA regulations and legal issues that impact San Diego due to our proximity to the Mexican border. Includes a combination of legal theory, principles, procedures, and practical applications, including a hands-on paralegal internship. Emphasizes case research, litigation, and trial preparation skills including familiarity with court forms, interviewing clients, and drafting legal documents. Trains students in interpreting for Spanish-speaking clients and in translating common documents such as correspondence, contracts, and wills.~~

The paralegal (legal assistant) works under the supervision of an attorney. Responsibilities are broad and varied including preparing and interpreting legal documents, interviewing clients, performing legal research, preparing for trial, and organizing and managing documentation. Paralegals often work with attorneys in specialized areas of law such as immigration, family law, personal injury, contracts, wills, trusts, and probate.

BUS 226	Interpretation/Translation: Legal	3
BUS 229	Legal Terminology—Bilingual (English/Spanish)	3
LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 256	International Law for Business	3
LEGL 258	Legal Communications	3
LEGL 259	Legal Assistant: An Introduction Ethics and Professional Responsibility	1
LEGL 260	Legal Research	3

LEGL 261	Civil Litigation I	3
LEGL 262	Immigration Law and Procedure	3
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV *	1 2–3 4
SPAN 216 Spanish for Bilinguals II		5

Select 5 units from the following: 5

LEGL 225	Law Office Management (3)
LEGL 263	Family Law (3)
LEGL 264	Wills, Trusts, and Estates (3)
LEGL 266	Mediation, Negotiation, and Conflict Management (2)
LEGL 267	Interviewing and Investigation for Paralegals (2)
LEGL 268	Computer Assisted Legal Research (2)
LEGL 269	Civil Litigation Procedures (3)
LEGL 271	Introduction to Intellectual Property (2)
LEGL 272	Business Organizations (2)

Total units ~~39~~ 33.5–44 35.5

Recommended Electives: BUS 36, 181, 225 227, 233, 234; ~~LEGL 257~~; SPAN ~~216~~, 201

To earn an associate degree, additional general education and graduation requirements must be completed.

CERTIFICATE PARALEGAL STUDIES

Certificate of Achievement Career/Technical (Major Code: A2518)

PROGRAM STUDENT LEARNING OUTCOMES STATEMENT:

Students read case law and prepare a written analysis of the law to the facts of the case.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

The goal of the Paralegal Studies Program is to prepare students for employment in the legal field as paralegals, and this program is offered for paralegal education. The paralegal works under the supervision of an attorney.

Responsibilities are broad and varied including understanding procedural and substantive law; applying strong written and oral communication skills; engaging in critical thinking; identifying legal ethical issues; preparing legal documents in both transactional and litigation cases; interviewing clients; locating, analyzing, citing, and effectively using legal authority; preparing for trial; and organizing and managing documentation. Paralegals often work with attorneys in specialized areas of law such as immigration, family law, personal injury, contracts, wills, trusts, and probate.

LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 258	Legal Communications	3

LEGL 259	Legal Assistant: An Introduction Ethics and Professional Responsibility	1
LEGL 260	Legal Research	3
LEGL 261	Civil Litigation I	3
LEGL 268	Computer Assisted Legal Research (CALR)	2
LEGL 270	Computer Skills for Legal Professionals	2.5
LEGL 290–293	Legal Cooperative Work Experience I–IV *	2 1–4 3

Select 11 units from the following courses: 11

LEGL 225	Law Office Management (3)
LEGL 256	International Law for Business (3)
LEGL 262	Immigration Law and Procedure (3)
LEGL 263	Family Law (3)
LEGL 264	Wills, Trusts, and Estates (3)
LEGL 266	Mediation, Negotiation, and Conflict Management (2)
LEGL 267	Interviewing and Investigation for Paralegals (2)
LEGL 269	Civil Litigation Procedures (3)
LEGL 271	Introduction to Intellectual Property (2)
LEGL 272	Business Organizations (2)

Select 3 units from the following courses: 3

AJ 151	Concepts of Criminal Law (3)
AJ 156	Legal Aspects of Evidence (3)
AJ 181	Juvenile Law and Procedures (3)
BUS 140	Business Law/The Legal Environment of Business (3)
RE 106	Legal Aspects of Real Estate (3)

Total units ~~33~~ 32.5–35 34.5

CERTIFICATE PARALEGAL STUDIES: BILINGUAL (ENGLISH/SPANISH)

Certificate of Achievement Career/Technical (Major Code: A2519)

PROGRAM LEARNING OUTCOME STATEMENT:

Students read case law and prepare a written analysis of how the law applies to the facts of the case.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

The paralegal (legal assistant) works under the supervision of an attorney. Responsibilities are broad and varied including preparing and interpreting legal documents, interviewing clients, performing legal research, preparing for trial, and organizing and managing documentation. Paralegals often work with attorneys in specialized areas of law such as immigration, family law, personal injury, contracts, wills, trusts, and probate.

BUS 226	Interpretation/Translation: Legal	3
BUS 229	Legal Terminology—Bilingual (English/Spanish)	3
LEGL 255	Introduction to Law and Legal Terminology	3
LEGL 256	International Law for Business	3
LEGL 258	Legal Communications	3

LEGL 259	Legal Assistant: An Introduction Ethics and Professional Responsibility	1
LEGL 260	Legal Research	3
LEGL 261	Civil Litigation I	3
LEGL 262	Immigration Law and Procedure	3
LEGL 270	Computer Skills for Legal Professionals	2.5
SPAN 216	Spanish for Bilinguals II	5
LEGL 290–293	Legal Cooperative Work Experience I–IV *	-2 1–4 3

Complete 5 units from the courses listed below: 5

LEGL 225	Law Office Management (3)	
LEGL 263	Family Law (3)	
LEGL 264	Wills, Trusts, and Estates (3)	
LEGL 266	Mediation, Negotiation, and Conflict Management (2)	
LEGL 267	Interviewing and Investigation for Paralegals (2)	
LEGL 268	Computer Assisted Legal Research (2)	
LEGL 269	Civil Litigation Procedures (3)	
LEGL 271	Introduction to Intellectual Property (2)	
LEGL 272	Business Organizations (2)	
Total units		39 38.5–41 40.5

NOTE: The certificate of achievement is awarded only to students who possess an associate or higher degree in any major prior to completing the paralegal program.