

Mt. San Jacinto College
Integrated Course Outline of Record

Form B

Submitted by:	Arnita Porter	Date:	11/12/2020
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Department	Subject	Course Number	Title
Legal Assistant	Legal Assistant LEG	100	Foundations of the Legal System

Units/Hours

- Each lecture unit requires 1 hour per week of class time, and 2 hours per week of study outside of class.
- Each laboratory unit requires 3 hours per week of class time.
- Each activity unit requires 2 hours per week of class time and 1 hour per week of study outside of class.

Lecture Units	Total Units
3.00	3.00
Lecture Contact Hours	Total Contact Hours
48.00 - 54.00	48.00 - 54.00
Lecture Homework Hours	
96.00 - 108.00	

Stand Alone:

Program Applicable

AA/AS Degree General Ed Breadth Area(s):

B2 SOCIAL & BEHAVIORAL SCIENCES

General Education Justification:

Area B2: LEG 100 is consistent with the intent of Area B2 because the main focus of this course is the study of the foundations of the US legal system which “deal with human behavior in relation to...political...institutions.” The course examines complex issues related to legal issues (GELO1), analyzes problems leading to legal disputes (GELO2), develops individual’s legal understanding and competence (GELO3), and examines ethical issues within the context of established professional mandates (GELO5).
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Maximum Enrollment:	40
Maximum Enrollment Justification:	Justification:
Grading Method:	Letter Grade or P/NP

TOP code:

1402.00*

**Can be
Taken**

1

time(s) for credit (max 4)

- Visual or Performing Arts course that is required to meet major requirements for UC/CSU

- Intercollegiate athletics course

- Academic/vocational competition course

Catalog Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course).
(75 words or less in gray box below).

This course is an introduction to law and the legal profession. It provides an overview of our court system, legal terminology, and the fundamentals of legal research and writing. This course includes a substantive introduction to torts, contracts, civil procedure, criminal law and procedure, and specialty areas of practice. It will also provide a review of ethical standards for lawyers and legal assistants.

Schedule Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course).
(25 words or less in gray box below).

This course introduces you to the legal system and profession. Topics include torts, contracts, property, criminal law, and ethical standards for lawyers and legal assistants.

Need for the course:

This course is a required course in the Legal degree, Legal certificate and the Legal Office Support employment concentration.

Prerequisite(s):

Prerequisites go through a separate approval process. See Forms E1-E6 for details.
(For further clarification, contact the Prerequisite Subcommittee)

-none-

Corequisite(s):

Corequisites go through a separate approval process. See Forms E1-E6 for details.

-none-

Recommend Preparation:

Recommended Preparation goes through a separate approval process. See Forms E1-E6 for details.

-none-

Other Enrollment Criteria:

-none-

Learning Objectives:

(please number each objective and express in behavioral terms)

Upon the completion of the course the student will be able to do the following:

1. Analyze the practical and ethical requirements and the various roles of providers of legal services to the public and

- consider how they might individually contribute as a paralegal professional.
2. Evaluate the historical, philosophical, theological and cultural concepts that produced the foundational structure of the United States legal system.
 3. Demonstrate a working knowledge of fundamental legal terminology used in legal writing, discourse and analysis of tort, contracts, property, criminal and other substantive law areas.
 4. Compare and contrast the roles of the Legislative, Judicial, and Executive branches of our Federal and State governments and how each contributes to the structure of our legal systems.
 5. Assess the impact of current requirements of state and national laws on economic and cultural issues and predict possible future trends.
 6. Analyze and evaluate current processes for resolving conflicts in our society by litigation and/or alternatives for dispute resolution.
 7. Conduct online research to find sources of legal authority to organize and construct a legal essay or memorandum using the I-R-A-C method.

Course Content:

(please number the outline of main topics and subtopics)

1. Role of the Attorney and the Legal Assistant
2. Ethical Responsibilities of the Legal Assistant
3. History of the U.S. Legal System
 1. Revolutionary War
 2. Declaration of Independence
 3. Articles of Confederation
 4. Constitutional Convention
 5. Constitution - checks and balances, federalism
 6. Bill of Rights
 7. Amendments to Constitution
4. Sources of Law
 1. Constitution
 2. Statutes
 3. Common Law
 4. Administrative regulations
 5. Procedural rules
 6. Judicial Decisions
5. Structure of Government
 1. Levels of government (Federal, State, Local/Municipal)
 2. Branches of government (Executive, Legislative & Judicial)
6. Characteristics of Judicial Relief
 1. Controversy
 2. Standing
 3. Mootness
 4. Venue
 5. Conflict of laws
 6. Jurisdiction
 7. Constitutional Law
7. Civil and Criminal Procedure
 1. Pleadings
 2. Motion practice
 3. Discovery
 4. Evidence
 5. Appellate Procedure
8. Contracts
 1. Elements of a contract
 2. Issues of proper formation and enforcement issues

- 3. Remedies
- 4. Third party involvement
- 9. Torts
 - 1. Definition
 - 2. Negligence
 - 3. Intentional torts
 - 4. Strict liability
 - 5. Employment and torts
- 10. Constitutional Law
 - 1. Distribution of national power among the three branches
 - 2. States and power
 - 3. Equal Protection of Laws
 - 4. Due Process of Laws
 - 5. Evidentiary rules
 - 6. Other rights and freedoms under the U.S. Constitution
- 11. Immigration Law
 - 1. INA, Regulations
 - 2. Department of Justice, INS
 - 3. Department of State - Consulates
 - 4. Categories
 - 5. Nonimmigrant
 - 6. Immigrant - Family
 - 7. Work related
 - 8. Refugees/Asylees
 - 9. Parolees
 - 10. Excludability/Waivers
 - 11. Naturalization
 - 12. Citizenship
 - 13. Deportation/Exclusion
- 12. Family Law
 - 1. Marriage and requirements
 - 2. Types of marriage dissolution
 - 3. Custody/Child Support/Visitation
 - 4. Adoption and Foster Care
 - 5. Child neglect - abuse
- 13. Criminal Law
 - 1. Classifications of crimes
 - 2. Elements of crimes
 - 3. Specific crimes
 - 4. Defenses
- 14. Legal Research and Writing
 - 1. Research Process - Online and Traditional Book-based
 - 2. Enacted Law (Statutes), Court Opinions, Agency Regulations
 - 3. Written Analysis - The IRAC Method
 - 4. Internal Office Memoranda
- 15. Legal Assistant Work Flow
 - 1. Interviewing - Clients and Witnesses
 - 2. Case Management

Methods of Instruction:

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

- **Method:** Lecture
- Integration:** Lecture presentations and class discussions will be used extensively to effectively present legal

terminology, as well as the historical, philosophical, theological and cultural concepts that produced the foundational structure of the United States legal system, and to present current requirements of state and federal laws.

- **Method:** Activity
Integration: Classroom activities of small group discussions and debates will aid in development of student analytic abilities, collaboration, and advocacy skills as they assess the impact of current state and federal laws and predict possible future trends in the law.
- **Method:** Visiting Lecturers
Integration: Visiting lecturers will provide additional expertise and diverse perspectives to the course as students analyze and evaluate processes for dispute resolution, roles and contributions of legal service providers.
- **Method:** Film/video Viewing and Discussion
Integration: Film/video viewing and discussion will provide additional context and content for student analysis and classroom discussions.
- **Method:** Online Activity/Discussion
Integration: Online activities and discussions will expand students' knowledge and exposure to legal history, concepts, and processes for legal research and locating resources with the use technology.
- **Method:** Papers and Reports
Integration: Papers and reports will provide the vehicle for individuals and/or groups to research a course topic, prepare a written analysis, and participate in a well-reasoned presentation to the class.

Methods of Evaluation:

A student's grade shall be determined by the instructor using multiple measures of performance related to the course objectives. Methods of evaluation may include but are not limited to the following:

- **Method:** Class Work
Integration: In-class participation and periodic oral presentations will be used to track and evaluate student knowledge of fundamental legal terminology, student ability to integrate legal concepts to support reasoned opinions on how legal disputes might be resolved, and student ability to effectively present their conclusions.
- **Method:** Quizzes
Integration: In-class quizzes will be used to track and evaluate student comprehension of recently presented legal terminology and concepts of the foundational structure of US legal systems, governmental structures, and professional ethical requirements. Both pacing and depth of detail presented will be analyzed for modifying instruction.
- **Method:** Exams/Tests
Integration: A major evaluation of student success in the course will be the examinations used to establish how well understanding of legal concepts and essential legal terminology have been acquired for later use. As in the case for class quizzes, short answer questions and a limited number of essay/analysis questions will be utilized to evaluate student mastery of all legal terminology, concepts, and processes presented during this course.

Examples of Assignments:

Students will be expected to understand and critique college level texts or the equivalent. Reading and writing, as well as out of class assignments are required. These assignments may include but are not limited to the following:

1. Review a client case file and draft a legal memorandum using the IRAC method to advise attorneys of the law and possible outcomes. Make a brief video presentation of the findings to the class.
2. Choose two (2) United States Supreme Court landmark cases and prepare briefs using the IRAC method. One case should be a civil case and the other should be a criminal case.
3. Use multiple media reports of current events to illustrate important issues under litigation in the state of California. In orally presenting your analyses to the class, identify the issues involved and predict what a just outcome might look like, based upon your research.
4. Visit a live or online civil or criminal court proceeding or an ongoing law office operation for a minimum of two hours and present to the class a summary of your observations and the issues in dispute.

5. Complete an independent research project on a United States Supreme Court Justice, including background information, life experiences, educational and professional path to becoming a Supreme Court appointee. Submit a PowerPoint presentation of the findings and make a brief oral report of the research to the class.

Textbooks:

- Hames, J.B. and Ekern Y. (2019). *Introduction to Law, Sixth Edition* Pearson Education, Inc.. ISBN: 9780134868240

Other Resources:

Minimum Qualification

- Law (Masters Required)