



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	LAW
Course Number:	20
Descriptive Title:	Paralegal Seminar
Division:	Business
Department:	Law
Course Disciplines:	Law
Catalog Description:	<p>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.</p> <p>Note: This course is designed to be taken at the end of the paralegal student's course of study.</p>
Prerequisite:	Law 17 with a minimum grade of C or concurrent enrollment
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	3
Hours Laboratory (per week):	0
Outside Study Hours:	6
Total Course Hours:	54
Course Units:	3
Grading Method:	Letter Grade only
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	11/18/2002
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	

Other:	
IGETC:	
Term:	
Other:	
<p>Student Learning Outcomes:</p>	<p>SLO #1 Oral Presentations</p> <p>Prepare a memorandum or an oral presentation focused on ethics and/or law office management.</p> <p>SLO #2 Providing Direct Assistance to Attorneys</p> <p>Apply knowledge of the theories of the law and legal services in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace</p> <p>SLO #3 Legal Comprehension</p> <p>Understand and apply theories and principles of the law to interpret legal documents.</p>
<p>Course Objectives:</p>	<ol style="list-style-type: none"> 1. Prepare and edit written correspondence. 2. Compose oral presentations of complex legal issues. 3. Formulate a legal research plan, including the use of online legal databases. 4. Prepare advanced written/oral analyses of legal issues, including ethical questions. 5. Develop employment portfolios for traditional and non-traditional paralegal careers. 6. Appraise and assess ethical situations that occur in a legal environment.
<p>Major Topics:</p>	<p>I. Regulation of Lawyers and Paralegals (3 hours, Lecture)</p> <ol style="list-style-type: none"> A. California Rules of Conduct B. ABA Model Code C. ABA Model Rules <p>II. Law Office Basics (3 hours, Lecture)</p> <ol style="list-style-type: none"> A. Attorney-Client Relationship B. Retainers, Fees, Client Funds and Trust Accounts C. Time and Billing Requirements and Systems <p>III. Ethics-Unlicensed Practice of Law (UPL) (6 hours, Lecture)</p> <ol style="list-style-type: none"> A. What Only Attorneys May Do B. What Paralegals May Do C. The Need for Supervision <p>IV. Ethics - Confidentiality (6 hours, Lecture)</p> <ol style="list-style-type: none"> A. Private Information B. Privileged Communications C. Attorney Work Product

V. Ethics - Conflicts of Interest (3 hours, Lecture)

- A. Concurrent Conflicts
- B. Successive Conflicts
- C. Potential Conflicts

VI. Communication Skills (9 hours, Lecture)

- A. Writing Skills
- B. Editing Skills
- C. Listening Skills
- D. Oral Effectiveness

VII. Ethics: Competence / Malpractice (3 hours, Lecture)

- A. Accepting Cases
- B. Continuing Education
- C. Workload
- D. Supervision

VIII. Ethics: The Appearance of Impropriety (3 hours, Lecture)

- A. Protection of Client
- B. Pro Bono Work
- C. Work to Improve the Legal System

IX. Special Issues in Advocacy (3 hours, Lecture)

- A. Unmeritorious Claims, Delay and Discovery Abuse
- B. Disruption in the Court Room
- C. Disobeying Court Orders
- D. Candor and Honesty

X. Ethics: Professionalism, Advertising and Solicitation (6 hours, Lecture)

- A. Office Demeanor, Attitudes, Etiquette
- B. Dress for Success
- C. Communication

XI. Law Office Management: Technology in the Legal Field (3 hours, Lecture)

- A. Case Management
- B. Billing/Timekeeping
- C. Research

XII. Non-Traditional Paralegal Careers (3 hours, Lecture)

- A. Corporate legal department
- B. Governmental offices
- C. Court Positions
- D. Freelance

	<p>E. Other</p> <p>XIII. Career and Employment Issues (3 hours, Lecture)</p> <p>A. Job Search</p> <p>B. Resume</p> <p>C. Interviews and Questions</p>
Total Lecture Hours:	54
Total Laboratory Hours:	0
Total Hours:	54
Primary Method of Evaluation:	2) Problem solving demonstrations (computational or non-computational)
Typical Assignment Using Primary Method of Evaluation:	We have just been retained by a client who is a recent immigrant from Italy. Her English is not very fluent. She has been asked to sign a prenuptial agreement. The Barry Bonds Case has just stimulated the legislature to make new laws regarding prenuptial agreements. Give an oral presentation using presentation software prepared within 3 hours. Use research methods to locate the Bonds case and new legislation, Shepardize to find any new additions to this area of law and explain to your supervising attorney what law was "pre Bonds" and what changes have occurred. Provide your findings in a two- to four-page Interoffice Memorandum.
Critical Thinking Assignment 1:	A two-page memorandum is based on the following hypothetical: you find out that an office mate is divulging confidential information about a client. Research the California Rules of Professional Conduct, and analyze how that problem will affect the lawyer, the client, and the paralegal. Examine possible alternatives and consequences. Be prepared to discuss your assigned situation in an oral presentation.
Critical Thinking Assignment 2:	A 10-minute oral presentation on a topic such as "privileged communication" or another instructor-approved topic, demonstrating a clear understanding of the topic using specific examples.
Other Evaluation Methods:	Class Performance, Homework Problems, Multiple Choice, Other Exams, Reading Reports, Term or Other Papers, True/False, Written Homework
Instructional Methods:	Discussion, Group Activities, Multimedia presentations
If other:	
Work Outside of Class:	Answer questions, Problem solving activity, Required reading, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Texts:	<p>Therese A.Cannon. Ethics and Responsibility for Paralegals. 8th Edition Wolters Kluwer, 2017. (Discipline Standard)</p> <p>Cynthia Traina Donnes. Practical Law Office Management. 4th ed. Cengage Learning, 2017. (Discipline Standard)</p>
Alternative Texts:	
Required Supplementary Readings:	

Other Required Materials:	
Requisite:	Prerequisite
Category:	sequential
Requisite course(s): List both prerequisites and corequisites in this box.	Law-17
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	<p>Advanced legal research skills.</p> <p>LAW 17 - Formulate effective legal research strategies</p> <p>Prepare and present in written and oral formats, analysis of legal research topics.</p> <p>LAW 17 - Demonstrate effective legal writing skills.</p> <p>LAW 17 - Analyze and evaluate substantive and procedural law issues, particularly those of civil discovery practice and legal ethics.</p>
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	
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Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Marlene L. Hoover
Date:	09/01/2002
Original Board Approval Date:	11/18/2002

Last Reviewed and/or Revised by:	Vi Pham
Date:	10/31/2023
Last Board Approval Date:	12/18/2023
Effective Term:	FALL 2024