

**BOT 85.1 Course Outline as of Summer 2011****CATALOG INFORMATION**

Dept and Nbr: BOT 85.1 Title: LEGAL PROFESSIONS

Full Title: Legal Professions

Last Reviewed: 2/28/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

A survey course introducing the field of law and its various occupations. Topics include: overview of legal professions; professional organizations; legal terminology; duties and responsibilities of personnel; review of the legal system and the court structure.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: A survey course introducing the field of law and its various occupations. Topics include: overview of legal professions; professional organizations; legal terminology; duties and responsibilities of personnel; review of the legal system and the court structure. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;  
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1998	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

### **CID:**

### **Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of the course, students will be able to:

1. Discuss the history of our present-day legal system.
2. Differentiate between civil and criminal law.
3. Examine the court structure system.
4. Define legal terminology.
5. Survey and critique legal professions and their respective duties and responsibilities.
6. Compare legal professions and their respective duties, responsibilities, and interconnections.
7. Assess impact of technology on the legal profession.
8. Compile data on job requirements and opportunities.
9. Summarize job search data and assess input for future employment possibilities.

### **Topics and Scope:**

1. The legal system
  - a. Overview of history of law
  - b. Civil Law
  - c. Criminal Law
  - d. English common law
  - e. U.S. and state laws
2. The court structure
  - a. Federal Courts
  - b. State Courts
  - c. Authority of courts
  - d. Officers of the court
  - e. Jurisdiction vs. venue
  - f. Statute of limitations
3. Legal professions and respective duties and responsibilities
  - a. Attorney/lawyer
  - b. Legal Administrator/Office Manager

- c. Legal Assistant/Paralegal
  - d. Law Clerks
  - e. Legal Secretary
  - f. Other in-house support staff
  - g. Professions providing legal services (e.g., certified court reporters, process servers, private investigators, law librarians, etc.)
4. Professional organizations
    - a. Bar associations
    - b. Legal administrators
    - c. Paralegal associations
    - d. Legal Secretaries Incorporated
  5. Legal terminology
    - a. Latin terms
    - b. Other legal terms

**Assignment:**

1. Research approximately 20 to 30 website pages during the course
2. Interview professional(s) in the field
3. Write report(s) summarizing findings of research and interview(s) including a critique of the research
4. Select a particular legal profession and develop a long-term plan for pursuing that career to include both educational requirements and experience
5. One to two quizzes on terminology

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written reports and plan	Writing 10 - 30%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Website research and selection of a profession	Problem solving 10 - 50%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%
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**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, true/false, matching items, completion	Exams 10 - 40%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Class participation

Other Category  
5 - 20%

**Representative Textbooks and Materials:**

Instructor-prepared materials and Internet resources.