#### **BOT 85.1 Course Outline as of Fall 2017**

## **CATALOG INFORMATION**

Dept and Nbr: BOT 85.1 Title: LEGAL PROFESSIONS Full Title: Legal Professions Last Reviewed: 2/28/2022

Units		<b>Course Hours per Week</b>	•	Nbr of Weeks	<b>Course Hours Total</b>	
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:

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

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

## CID:

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

Certificate Applicable Course

# **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

- 1. Differentiate among the legal professions and professional organizations.
- 2. Define and apply legal terminology.
- 3. Explain the legal system and the court structure.

## **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.

## **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. Informational interview of 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 written 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

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

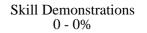
Website research and selection of a profession, informational interviews

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

**Exams:** All forms of formal testing, other than skill performance exams.

Writing 10 - 30%			
Problem solving 10 - 50%			



One to two quizzes on terminology

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Class participation

# **Representative Textbooks and Materials:**

Instructor-prepared materials and Internet resources.

Exams			
10 - 40%			

Other Category 5 - 20%