

BOT 85.1 Course Outline as of Fall 2002**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	16.00	8	Lecture Scheduled	128.00
Minimum	1.00	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	16.00		Contact Total	128.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 256.00

Total Student Learning Hours: 384.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

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, its various occupations, and a review of the legal system. (Grade or P/NP)

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:

AS Degree:	Area			Effective:	Inactive:
CSU GE:	Transfer Area			Effective:	Inactive:
IGETC:	Transfer Area			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1998	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

1. Study and define the history of our present-day legal system
2. Differentiate between statutory law and the rule of "stare decisis"
3. Differentiate between civil and criminal law
4. Examine the court structure system
5. Define legal terminology
6. Survey and critique legal professions and their respective duties and responsibilities
7. Evaluate the merits and contributions of professional organizations
8. Assess impact of technology on the legal profession
9. Compile data on job requirements and opportunities
10. 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/responsibilities
 - a. Attorney/lawyer

- b. Legal Administrator/Office Manager
 - c. Legal Assistant/Paralegal
 - d. Law clerks
 - e. Legal Secretary/Law Office Specialist
 - 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. Technology impact
 - a. Web resources
 - b. Electronic filing and signatures
 - c. Exchange of case information electronically
 - d. Security issues
 - e. Courtroom enhancements
 6. Legal terminology
 - a. Latin terms
 - b. Other legal terms

Assignment:

1. Read various Web resources
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

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 homework, Term papers

Writing 10 - 30%

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

Homework problems, Quizzes

Problem solving 10 - 50%

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

None

Skill Demonstrations
0 - 0%

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

Multiple choice, True/false, Matching items, Completion

Exams
10 - 40%

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.