

Paraprofessional Program Curriculum Descriptions

Ontario

- Durham College

Utah

- Utah Valley University

Washington

- Edmonds College
- Highline College
- Portland Community College
- Spokane Community College
- Tacoma Community College
- University of Washington Continuum College
- Whatcom Community College

Introduction To Canadian Legal System

This course is designed to introduce the student to the legal system in Canada. Students are introduced to the structure of the Canadian government and political system which leads to a brief history of the development of Canada's legal system. An overview of the sources and division of laws set the stage for an examination of the Constitution and the Canadian Charter of Rights and Freedoms. Students will also have the opportunity to develop a basic understanding of property law, business law, and consumer law. This course will assist learners in developing a general understanding of how laws are created, defined, implemented and interpreted while also building an understanding of legal terminology. This course is foundational and intended for learners to build upon as they continue their studies in core legal areas.



Communications/Writing I-Ctap

Students will have an opportunity to practice and enhance their writing skills while applying foundational writing knowledge they bring to the course from an earlier diploma or degree program. This course is designed to provide students with direct career application wherein students will practice the fundamentals of business and legal writing including: drafting, organizing, revising and editing communication pieces and routine legal documentation and precedents.



Legal Research/Writing-Ctap

Students will be introduced to a legal research process that can be applied to a variety of legal problems. This course covers basic and advanced sources of government and legal information, both in print and online, for the Federal and Ontario jurisdictions. Students will demonstrate their legal research skills by drafting a Legal Memorandum for a given legal scenario.



Ethics And Professional Responsibility

This course focuses on the Law Society of Ontario's (LSO) Paralegal Rules of Conduct as well as the ethical issues faced by individuals as citizens and as professionals. It will assist students in clarifying a value system, establishing a framework for ethical decision making, and applying the LSO's Paralegal Rules of Conduct to practice as Paralegals.



Evidence And The Litigation Process - Ctap

This course will provide students with the foundation for the rules of evidence which apply to courts and tribunals including statutory rules of evidence as well as the common law. Students will understand the basic principles regarding admissibility of evidence including relevance, materiality, weight, prejudicial effect and probative value. Students will also gain an understanding of the types of evidence such as the exceptions to the admissibility of evidence and the use of expert evidence at trial. The course provides foundational knowledge for students preparing to represent clients in court and/or before tribunals. The course will enable proper preparation of witnesses and proper introduction of various types of evidence allowed in hearings. Students will learn the basic rules, exceptions to rules and the basis for the admissibility of evidence.



Field Placement - Ctap

The field placement component is an experiential learning opportunity that enables students to practise and integrate the skills and knowledge acquired in their Paralegal program. Prior to commencing placement, students must successfully complete a mandatory online preparation module comprised of readings, reflections, and peer discussions, as well as any pre-placement paperwork requirements. Following the clinic, students must successfully complete (120 hours) of field placement within the timeline outlined by the college. The field placement host must be a licensed paralegal or lawyer, in accordance with the requirements set out by the Law Society of Ontario, and must oversee and evaluate the student's field placement. Student placements may occur in Durham Region or outside of the area.



Practice Management - Ctap

The purpose of this course is to enable students to learn, understand and apply: (a) effective practice management and financial management techniques for professional practice, and (b) the LSO's Paralegal Rules of Conduct with respect to these topics, in the context of meeting professional obligations, responsibilities and duties as paralegals in Ontario. This course focuses on the professional obligations and responsibilities prescribed and recommended by the Law Society of Ontario regarding Practice Management and Operating a Small Business as they pertain to paralegals. The contents of this course will assist students in learning skills and strategies necessary to: (a) meet client expectations in professional service and communication, (b) comply with Law Society and regulatory requirements pertaining to practice management, as well as (c) establish and maintain a financially successful paralegal practice.



Torts & Contracts - Ctap

This course introduces students to various aspects of civil law in Canada and Ontario, with emphasis on its application to business. Students get an overview of tort law and its application to fact scenarios. In addition, students are provided with an introduction and examination to contract law and its application in greater detail.



ADR-Alternative Dispute Resolution

This course will introduce and familiarize students with methods of alternative dispute resolution as alternatives to the traditional litigation process. The practice of negotiation, mediation and arbitration, both in a voluntary context and in mandatory situations will be studied. Students will examine the objectives, principles, practice and application of different types of alternative dispute resolution.



PROFESSIONAL AND CONTINUING EDUCATION

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DEBT COLLECTION LAW FOR LICENSED PARALEGAL PRACTITIONERS (LPP)

Dates: August 1 - December 31, 2020
Meets: Sa, Su, M, Tu, W, Th and F from 12 M to 12:00 AM, [153 sessions](#)
Hours: 20.00
Location: [Online](#)
Instructor: [Jacob Kent](#)
Fee: \$260.00

Description

The course is required for anyone planning to take the LPP Debt Collection Law Licensing Exam offered by the Utah State Bar. This course focuses on the Fair Debt Collection Practices Act (FDCPA) including the protections for consumers and requirements on creditors. Issues covered include: - The purpose of the FDCPA and the types of debts covered - Debt collection practices prohibited by the FDCPA - Unfair debt collection practices. The course will emphasis substantive law, forms and procedures approved for Limited License Paralegals practicing in Utah. Ideally, students will take this course shortly after completing 1500 hours as a paralegal (with 100 focused on debt collection law) and shortly before taking the licensing exam. For all of the requirements to become a Licensed Paralegal Practitioner, please see Rule 15-703 of the Utah Rules of Professional Responsibility for LPP's. THIS COURSE IS NOT A PREPATORY COURSE FOR THE LPP DEBT COLLECTION LAW LICENSING EXAM OFFERED BY THE UTAH STATE BAR. ACCESS TO THIS COURSE WILL END *****. ETHICAL RULES FOR LICENSED PARALEGAL PRACTITIONERS is required for anyone planning to practice as an LPP in Utah and must be completed before taking the LPP Ethics Licensing Exam offered by the Utah State Bar.

There are still openings remaining at this time.

[Enroll Yourself](#) OR [Enroll Someone Else](#)

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ETHICAL RULES FOR LICENSED PARALEGAL PRACTITIONERS (LPP)

Dates: August 1 - December 31, 2020

Meets: Sa, Su, M, Tu, W, Th and F from 12 M to 12:00 AM, [153 sessions](#)

Hours: 30.00

Location: [Online](#)

Instructor: [Sharee Laidlaw](#)

Fee: \$180.00

Description


The course is required for anyone planning to practice as an LPP in Utah and must be completed before taking the LPP Ethics Licensing Exam offered by the Utah State Bar. This course explores the ethical standards for LPP's. The focus will be on the ethical rules for LPP's as well as actual problems that LPP's will confront in their practice. Topics include the unauthorized practice of law, conflicts of interest, confidentiality, client funds and professionalism. The disciplinary process will also be addressed. Ideally, students will take this course shortly after completing 1500 hours as a paralegal and shortly before taking the licensing exam. For all of the requirements to become a Licensed Paralegal Practitioner, please see Rule 15-703 of the Utah Rules of Professional Responsibility for LPP's. THIS COURSE IS NOT A PREPATORY COURSE FOR THE LPP ETHICS LICENSING EXAM OFFERED BY THE UTAH STATE BAR. ACCESS TO THIS COURSE WILL END DECEMBER 31, 2020.

There are still openings remaining at this time.

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FAMILY LAW FOR LICENSED PARALEGAL PRACTITIONERS (LPP)

Dates: August 1 - December 31, 2020

Meets: Sa, Su, M, Tu, W, Th and F from 12 M to 12:00 AM, [153 sessions](#)

Hours: 60.00

Location: [Online](#)

Instructor: [Christopher Martinez](#)

Fee: \$500.00

Description

The course is required for anyone planning to take the LPP Family Law Licensing Exam offered by the Utah State Bar. The course provides a brief overview of Utah statutes rules and other laws governing relationships between married couples and their relationship with their offspring. This includes basic elements of marriage, divorce, alimony, property distribution and child custody.

There are 3 openings remaining at this time.

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LANDLORD/TENANT LAW FOR LICENSED PARALEGAL PRACTITIONERS (LPP)

Dates: August 1 - December 31, 2020
Meets: Sa, Su, M, Tu, W, Th and F from 12 M to 12:00 AM, [153 sessions](#)
Hours: 20.00
Location: [Online](#)
Instructor: [Jacob Kent](#)
Fee: \$260.00

Description

"The course is required for anyone planning to take the LPP Landlord/Tenant Law Licensing Exam offered by the Utah State Bar. This Course provides an overview of Utah's residential landlord-tenant law for property in Utah. Major topics include the Utah Fair Housing Act, Utah Fit Premises Act, Mobile Home Park Rights and the Eviction Process. The course focuses on substantive law, forms and procedures approved for Limited License Paralegals practicing in Utah. Ideally, students will take this course shortly after completing 1500 hours as a paralegal (with 100 focused on landlord/tenant law) and shortly before taking the licensing exam. For all of the requirements to become a Licensed Paralegal Practitioner, please see Rule 15-703 of the Utah Rules of Professional Responsibility for LPP's. THIS COURSE IS NOT A PREPATORY COURSE FOR THE LPP DEBT COLLECTION LAW LICENSING EXAM OFFERED BY THE UTAH STATE BAR. ACCESS TO THIS COURSE WILL END DECEMBER 31, 2020. ETHICAL RULES FOR LICENSED PARALEGAL PRACTITIONERS is required for anyone planning to practice as an LPP in Utah and must be completed before taking the LPP Ethics Licensing Exam offered by the Utah State Bar."

There are still openings remaining at this time.

[Enroll Yourself](#) OR [Enroll Someone Else](#)

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Introduction to Law and the Legal Process: CD

2020-2021
Undergraduate Catalog

LEGAL 200 - Introduction to Law and the Legal Process: CD

5.0 Credits

An introduction to the function and sources of American law, state and federal courts, civil and criminal procedures, legal reasoning, ethics applicable to lawyers and paralegals, and the various areas of law, including tort, contract, family, criminal, and American Indian/Alaska Native law. Students will also observe a real court proceeding.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Read, understand, and analyze published cases and codes.
 2. Demonstrate how to brief a case and identify case holdings.
 3. Explain and distinguish among common legal terms.
 4. Discuss how the civil and criminal litigation processes work in state and federal courts.
 5. Explain how to file a case with state and federal courts.
 6. Understand the basic resources found in a typical law library.
 7. Compare and contrast the roles of lawyers, limited license legal technicians, and paralegals.
 8. Identify the activities which, when performed by a paralegal, constitute the unauthorized practice of law.
 9. Demonstrate good communication skills in a legal context.
 10. Discuss how law may or may not result in justice, while reflecting on the role law has played in the treatment of minority groups in America.
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Legal Research and Writing

2020-2021 Undergraduate Catalog

LEGAL 210 - Legal Research and Writing

5.0 Credits

An introduction to state and federal legal research using both hardbound volumes and online legal research database services. Emphasis is placed on locating and analyzing primary cases and codes, interpreting secondary authorities and practice tools, and updating legal research results effectively. In this class, students will also practice drafting client correspondence, legal opinion letters, and a legal memoranda, as well as prepare correct legal citations.

Prerequisite LEGAL 200 or instructor permission; completion of or placement in ENGL& 101.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Conduct legal research using both hardbound volumes and online legal research database services, including WestlawNext.
 2. Locate and interpret relevant state and federal constitutions, statutes, and regulations.
 3. Explain how to locate and use state and federal case reports and reporters effectively when conducting legal research.
 4. Demonstrate how case digests are used to locate relevant state and federal judicial opinions.
 5. Use legal encyclopedias, annotated law reports, legal periodicals, and other secondary sources to conduct legal research.
 6. Prepare accurate state and federal legal citations in compliance with The Bluebook: A Uniform System of Citation and the Washington Style Sheet.
 7. Describe how online citators are used to expand and update legal research, and track the legal history of specific research and its treatment by subsequent courts.
 8. Draft legal documents using the standard components for client correspondence, legal opinion letters, and legal memoranda.
 9. Identify effective strategies to organize and perform legal research and writing projects.
-

Legal Ethics

2020-2021 Undergraduate Catalog

LEGAL 214 - Legal Ethics

3.0 Credits

A study of the Washington Rules of Professional Conduct, ethics opinions, and related statutes and cases. Ethical canons from leading professional paralegal organizations are also examined. Emphasis is placed on the ethical duties and scope of paralegals, limited license legal technicians, limited practice officers, and attorneys working in Washington State.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Identify and apply the ethical standards and rules of professional conduct that govern paralegals and other legal professionals in Washington State.
 2. Summarize what constitutes the practice of law, and identify methods to avoid engaging in the unauthorized practice of law.
 3. Distinguish among, and apply the ethical rules required to protect, client confidentiality, attorney-client privilege, and attorney work product.
 4. Analyze and discuss the methods for resolving potential conflicts of interest faced by paralegals and attorneys, including concurrent and successive representation, business transactions with clients, gifts from clients, imputed conflicts, and disqualification.
 5. Differentiate between advertising and solicitation, and describe the limitations that exist on attorney advertising and solicitation of clients in Washington State.
 6. Explain the different fee arrangements made with clients, what constitutes a reasonable fee, the rules regarding fee-splitting and referral fees, and how client property and client trust accounts must be handled in Washington State.
 7. Demonstrate knowledge of the elements that contribute to legal competence for paralegals and attorneys in Washington State, and the disciplinary actions that exist for incompetence.
 8. Describe the current issues involving paralegal licensing and certification at the state and national levels, as well as the limited licenses available to paralegals in Washington State.
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Litigation Practice and Procedure

2020-2021 Undergraduate Catalog

LEGAL 225 - Litigation Practice and Procedure

5.0 Credits

Examines civil litigation process from pretrial through trial and appeal, with emphasis on preparing litigation-related documents and creating trial notebook. Minimal review of Legal 205 concepts; expectation is student already has working knowledge of rules of civil procedure. Emphasis on practical aspects of paralegal role in litigation.

Prerequisite Completion of LEGAL 200 and LEGAL 205.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Discuss the law office setting and procedures, courts and jurisdiction, and the stages of the civil litigation process.
 2. Explain the role of paralegals on the litigation team interviewing clients and witnesses, filing court documents, serving papers, assisting in discovery, assisting at trial and other litigation processes.
 3. Integrate substantive and procedural law in preparing documents and working with the various parties involved in the litigation process.
 4. Use the relevant federal and state rules of civil procedure and evidence to ensure compliance in preparation of documents, time computation, docketing/calendaring, and other tasks related to the civil litigation process.
 5. Demonstrate awareness of the ethical and professional responsibilities of the lawyer and the paralegal in civil litigation.
 6. Prepare forms, checklists, pleadings, discovery documents, motions, and other materials relevant to the litigation process.
 7. Create an organized professional-quality trial notebook.
-

Law Office Technology

2020-2021 Undergraduate Catalog

LEGAL 228 - Law Office Technology

5.0 Credits

Introduction to law office technology, including timekeeping and billing software; database, case management, and docket control software; litigation support software; legal imaging techniques; and electronic filing. Microsoft Office Suite is covered; however, students should already possess basic-to-intermediate computer and word processing skills prior to taking this course.

Prerequisite LEGAL 200 or instructor permission.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Identify and describe the basic computer hardware components.
 2. Identify and describe software and information systems typically encountered in a legal environment and the factors to consider when purchasing legal software.
 3. Demonstrate word processing program features, including preparing, editing, saving, and retrieving documents.
 4. Describe spreadsheet and database program features, and be able to prepare a basic spreadsheet, graph, and database.
 5. Demonstrate presentation software program features, including slide components, graphics, and sound, and be able to create a basic presentation.
 6. Describe the features of typical law office time keeping and billing software programs; identify the ethical issues that arise with the use of such programs.
 7. Describe the features of computerized litigation support programs and compare these programs to corresponding manual litigation support.
 8. Describe and compare the features of case management and office management software.
 9. Demonstrate the features of computerized docket control systems and compare to manual docket control systems; identify ethical problems relating to docket control.
 10. Access legal and nonlegal data using the Internet and evaluate Internet sites for reliability and validity of information.
 11. Use email functions and describe ethical issues that arise as a result of using email and other electronic methods of communication.
-

Law Office Procedures

2020-2021 Undergraduate Catalog

LEGAL 229 - Law Office Procedures

5.0 Credits

Examines nature, organization and function of a law office; policies on legal fees and trust accounts; procedures for bills and collections, docketing and calendaring, and timekeeping; equipment and technology; office safety; disaster recovery; advertising/ marketing; personnel policies; and relevant Rules of Professional Conduct.

Prerequisite LEGAL 200 or instructor permission.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Explain the form, structure, and function of law firms and other businesses that provide legal services.
 2. Explain the limitations on lawyer advertising and marketing, and client referrals.
 3. Discuss types of legal fees, fee agreements, and role of paralegal regarding setting or quoting fees.
 4. Explain procedures for complying with Americans with Disabilities Act and workplace safety law, and procedures for emergencies, work-place violence, and disaster recovery.
 5. Maintain a basic law library and resource bank for a law firm or other business providing legal services.
 6. Perform paralegal tasks in maintaining client trust accounts using manual or automated systems.
 7. Use manual and computerized systems for timekeeping, billing, docket control, and records management.
 8. Apply the Washington State Rules of Professional Conduct to maintain client confidentiality, and avoid situations involving conflicts of interest, unauthorized practice of law, or other violation of the Washington State Rules of Professional Conduct.
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Interviewing and Investigating: CD

2020-2021 Undergraduate Catalog

LEGAL 230 - Interviewing and Investigating: CD

5.0 Credits

Introduction to factual investigations and interviewing, with emphasis on methods of investigation, role of pretrial discovery, examination of evidence, use of experts, obtaining public and private information, and ethical considerations associated with investigation. Students will conduct mock interviews with potential clients and witnesses based on hypothetical civil and criminal cases.

Prerequisite LEGAL 200 or instructor permission.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Identify and use effective strategies to investigate and gather facts as they relate to formal discovery and informal criminal and civil investigations.
 2. Demonstrate the ability to locate relevant information found in public and private records by following appropriate procedures and making necessary records requests.
 3. Evaluate a potential client's case effectively through the use of learned interviewing techniques.
 4. Identify fact witnesses and locate qualified expert witnesses.
 5. Demonstrate the ability to schedule and conduct client and witness interviews, prepare interview plans, draft investigation reports, and create witness declarations.
 6. Describe the meaning and effect of the relevant ethical and professional considerations related to interviewing and investigating, including the unauthorized practice of law, client confidentiality, attorney-client privilege, work product, conflicts of interest, and improper communications.
 7. Apply knowledge, awareness, and/or skills to identify and analyze issues related to diversity.
-

Contracts

2020-2021 Undergraduate Catalog

LEGAL 240 - Contracts

5.0 Credits

This course examines the components of a legally binding contract. Topics also include: defenses against enforcement, interpretation of contract terms, performance, breach, and remedies. Students gain experience analyzing contract problems and drafting standard contract provisions.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Identify the components of a valid contract, including the elements of a valid offer, a proper acceptance, and legally adequate considerations.
 2. Discuss issues of lack of mutual assent, including incapacity, illegality, fraud, misrepresentation, mistake, duress, undue influence, and unconscionability.
 3. Explain which contracts must be in writing under the Statute of Frauds, and apply the rules of interpretation and the Parol Evidence rule to construe the meaning of written contracts.
 4. Summarize the methods for discharging contractual obligations, including impossibility, impracticability, frustration of purpose, rescission, release, novation, modification, accord and satisfaction, and performance.
 5. Identify the different types of third party contractual relationships and differentiate between assignments and delegations.
 6. Distinguish between the available for breach of a common law contract and those available for breach of a sale of goods contract under the Uniform Commercial Code.
 7. Apply the substantive law of contracts and the rules of interpretation to analyze a typical contract problem and to draft a standard contract.
-

Family Law

2020-2021 Undergraduate Catalog

LEGAL 250 - Family Law

5.0 Credits

Washington statutes and procedures on formation and dissolution of marriages and registered domestic partnerships; visitation rights; child and spousal support; prevention of domestic violence; adoptions; parentage issues; and juvenile offenders. Scope of practice of limited license legal technician in family law. Emphasizes skills necessary for paralegals working in family law.

Prerequisite LEGAL 200 or instructor permission.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Demonstrate an understanding of the fundamental principles in the various areas of family law.
 2. Demonstrate the ability to recognize the essence of a problem or problems presented by a factual situation in the family law field.
 3. Demonstrate knowledge of the required skills to work effectively in the area of family law, including effective interviewing skills; ability to analyze client needs; effective drafting skills to produce necessary documents.
 4. Demonstrate a working knowledge of the various state and federal laws affecting families.
-

Legal Internship

2020-2021 Undergraduate Catalog

LEGAL 291 - Legal Internship

1.0 to 5.0 Credits

Receive valuable on-the-job experience as a paralegal intern. Earn one credit for every 30 hours of paralegal work performed during the quarter. Students should meet with the paralegal internship coordinator before the start of the quarter to receive an internship packet and assistance locating a paralegal internship. Class meets two times; must attend both classes to receive credit. S/U grade only.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Exhibit adequate competency in the areas set forth in the individual goals identified by the student, the student's workplace supervisor, and the instructor.
 2. Demonstrate the knowledge and skills necessary to work in a law office or legal department environment.
 3. Understand how to manage time effectively and account for time worked in a law office or legal department.
 4. Describe the structure and functions of a typical law office or legal department.
 5. Apply the knowledge and skills learned inside the classroom to the paralegal tasks performed in a law office or legal department.
 6. Exercise the ethical responsibilities of a paralegal in a law office or legal department, including confidentiality.
 7. Summarize and evaluate the internship experience so the student is better informed when choosing future employment.
-

Advanced Legal Research and Writing

2020-2021 Undergraduate Catalog

LEGAL 295 - Advanced Legal Research and Writing

5.0 Credits

Critical analysis of legal authorities, analytic reading and writing, and objective and persuasive writing techniques. Includes advanced approaches to using law libraries and online services. Students prepare various documents in proper formats with emphasis on writing mechanics.

Prerequisite Completion of LEGAL 200 and LEGAL 210.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Demonstrate an ability to critically analyze and conceptualize legal issues, locate and evaluate appropriate legal authority, and apply such authority to the resolution of hypothetical factual situations.
 2. Identify relevant, current support for legal analysis using correct citations for legal and nonlegal sources.
 3. Formulate search queries effectively in online database services like Westlaw, and efficiently use online legal research methods as time saving devices in legal research and writing.
 4. Apply core legal writing techniques, including clarity, cohesion, concision, and plain English concerns.
 5. Distinguish between objective and persuasive techniques in legal writing, and prepare various types of legal writing in their acceptable legal formats.
 6. Construct legal arguments and documents effectively within limited time constraints.
 7. Demonstrate awareness of ethical issues regarding paralegals or non-lawyers engaging in the unauthorized practice of law.
-

Introduction to Ethics I

2020-2021 Catalog

LEGAL 101 - Introduction to Ethics I

3 Credits

Introduction to the rules of professional responsibility of the state bar together with those of the leading professional paralegal organizations. Focuses on the ethical duties and obligations of paralegals and attorneys to maintain the integrity of the profession and to protect the public interest. This class contains a service learning component called the Community Justice Project, which enables students to enhance learning through service in areas of the legal profession that are working to provide or promote better access to justice.

Pre-requisite(s) LEGAL 100 or POLS& 200 with min. 2.0

Fees

Quarters Typically Offered

Fall Day

Winter Evening

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 20200330T21:15:40

Grading System Decimal Grade

Class Limit 32

Contact Hours: Lecture 33

Total Contact Hours 33

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

- Rules of Professional Responsibility
- Ethical Duties of paralegals
- Obligations with respect to Ethics for paralegals
- Integrity of the Profession
- Protection of the Public
- Access to justice issues
- Community legal needs

Student Learning Outcomes

Correctly analyze and apply the ethical principals in the State and Model Rules of Professional Conduct to law office hypotheticals.

Correctly analyze and describe the paralegal role in ethical rule compliance.

Correctly analyze and describe how paralegals maintain and promote ethical conduct in the legal profession.

Effectively describe how service learning promoted more equitable access to legal services for a community in need.

Civil Procedures I

2020-2021 Catalog

LEGAL 102 - Civil Procedures I

5 Credits

First of a two-course series (with LEGAL 103) covering the litigation process, civil rules of procedure for Washington and local court rules. Topics include pleadings, jurisdiction, venue, discovery, evidence and alternatives to litigation. An overview of trial and post-trial relief is also covered.

Pre-requisite(s) LEGAL 100 or POLS& 200 with min. 2.0

Fees

Quarters Typically Offered

Summer Day

Winter Day

Spring Evening

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 20200330T21:15:41

Grading System Decimal Grade

Class Limit 32

Contact Hours: Lecture 55

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

- Litigation process
- Filing pleadings
- Discovery
- Pretrial Motions
- Trial Procedures
- Post trial relief
- Appellate action
- Role of a paralegal

Student Learning Outcomes

Accurately describe the stages of the litigation process.

Correctly explain how the elements of a valid legal cause of action informs the decision to accept a case, and the pleading and discovery processes.

Accurately describe the paralegal role in pre-suit investigation and the pleading and discovery processes.

Correctly determine which courts have jurisdiction to decide particular cases.

Draft and court file effective initial pleadings in a format that comply with applicable court rules

Civil Procedures II

2020-2021 Catalog

LEGAL 103 - Civil Procedures II

5 Credits

Second of a two-course series (with LEGAL 102) covering motions, specific types of formal and informal discovery, settlements, dismissals, trial practice and procedure and post-trial practice and procedure. Special attention is paid to the civil rules of procedure for Washington and local rules.

Pre-requisite(s) LEGAL 102 with min. 2.0

Fees

Quarters Typically Offered

Summer Day

Fall Day

Winter Day

Spring Day

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 20200330T21:15:41

Grading System Decimal Grade

Class Limit 32

Contact Hours: Lecture 55

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

- Review of motions.
- Informal Discovery.
- Formal Discovery; Interrogatories, Depositions, Requests for Admissions; Request for Production, Request for Examination.
- Trial Practice and Procedure.
- Settlements/Dismissals.
- Post trial Practice and Procedure.

Student Learning Outcomes

Accurately describe the purposes for essential legal motions and the litigation process stage for each.

Draft an effective formal legal motion with the content required by applicable court rules.

Draft effective formal discovery requests and responses

Correctly describe the paralegal role in the formal discovery process under federal and state court rules

Accurately describe the paralegal role in trial preparation, alternative dispute resolution, trial, post-trial motions and the appellate process.

Contracts

2020-2021 Catalog

LEGAL 105 - Contracts

5 Credits

Covers the formation of contracts, contractual provisions, Uniform Commercial Code (UCC), remedies and preparation of basic contractual documents. An overview of contractual legal actions will also be included.

Pre-requisite(s) LEGAL 100 or POLS& 200

Fees

Quarters Typically Offered

Winter Evening

Spring Evening

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 2011-07-25

Grading System Decimal Grade

Class Limit 32

Contact Hours: Lecture 55 Lab 0 Worksite 0 Clinical 0 Other 0

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

1. How a contract is formed 2. Types of contracts 3. Provisions in a contract 4. UCC 5. Remedies for Breach of a Contract 6. Contractual Legal actions

Student Learning Outcomes

1. Understand the nature of contract law and distinguish from other areas of law.
 2. Apply contract law to many different fact situations.
 3. Understand and apply the unique laws and interpretations of the Uniform Commercial Code as it applies to contracts.
 4. Prepare basic contractual documents.
 5. Recognize and Understand the various remedies for breach of contract.
 6. Recognize and Understand the different types of contacts and how they differ, why they differ and the application of law to different contracts.
-

Law Office Technology

2020-2021 Catalog

LEGAL 135 - Law Office Technology

5 Credits

Discusses basic and mid-level techniques and concepts, with a law office context, in five core programs: Microsoft Word, Excel, PowerPoint, Access and Outlook. Introduction to docketing systems, legal imaging techniques and electronic filing.

Pre-requisite(s) BSTEC 120

Fees CF

Quarters Typically Offered

Winter Weekend

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 2015-05-27

Grading System Decimal Grade

Class Limit 25

Contact Hours: Lecture 55 Lab 0 Worksite 0 Clinical 0 Other 0

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

1. From the context of a law office setting, apply: Microsoft Word, Excel, Access, Outlook, and PowerPoint
2. Creation of PDF documents
3. Electronic filing
4. Understanding and Eliminating Metadata
5. Case management Software such as Abacus
6. Timekeeping Software such as TABS 3
7. Litigation support software such as Summation
8. Trial preparation software such as Smartdraw

Student Learning Outcomes

1. Analyze and demonstrate competency of MS Word, Outlook, Excel, Access, and PowerPoint in law office context.
2. Analyze and demonstrate competency with case management software.
3. Analyze and demonstrate competency with legal timekeeping and billing software.
4. Demonstrate competency with electronic filing techniques.
5. Create PDF documents

6. Demonstrate competency in identifying and eliminating metadata
 7. Demonstrate competency with litigation support software
 8. Demonstrate competency with trial preparation software such as Smartdraw
-

Advanced Law Office Technology

2020-2021 Catalog

LEGAL 136 - Advanced Law Office Technology

5 Credits

Continuation of techniques and concepts, with a law office context, in Microsoft Word, Excel, PowerPoint and Outlook as well as techniques and concepts in Microsoft Access and Summation. Preparation for trial in an electronic setting.

Pre-requisite(s) LEGAL 135

Fees CF

Quarters Typically Offered

Summer Day

Fall Day

Winter Day

Spring Day

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 2010-12-13

Grading System Decimal Grade

Class Limit 25

Contact Hours: Lecture 55 **Lab** 0 **Worksite** 0 **Clinical** 0 **Other** 0

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

1. Advanced Analysis and application of MS Office in a law office context 2. MS Access 3. Summation 4. Trial in an electronic setting

Student Learning Outcomes

1. Understand and apply advanced concepts and techniques of MS Office in law office context.
 2. Apply Summation as a technology tool in a law office.
 3. Prepare for and understand Trial in an electronic setting.
-

Legal Research and Writing I

2020-2021 Catalog

LEGAL 199 - Legal Research and Writing I

5 Credits

First in a two-class series required by the Paralegal department. Focuses primarily on legal research. Reviews the three-branch system of government and directs students to the authoritative resources for each branch. Research tools include the utilization of hardbound volumes as well as the resources of online electronic legal sources. Includes an introduction to the court rules, the statutes, administrative codes and case law of both the federal government and the state government.

Pre-requisite(s) LEGAL 100 or BUSN 255 or POLS& 200 with min. 2.0

FeesLA

Quarters Typically Offered

Fall Evening, Online

Spring Evening

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 20200330T21:15:52

Grading System Decimal Grade

Class Limit 25

Contact Hours: Lecture 55

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

- Three branches of government and their respective laws
- Primary authority
- Secondary authority
- Constitution, statutes, case law and administrative law
- Legal analysis
- Legal interpretation
- Online - electronic legal sources

Student Learning Outcomes

Accurately describe the three branches of government, U.S. court system, types of law and sources of each.

Efficiently locate applicable primary and secondary legal sources using current on-line legal research technology

Correctly analyze and apply relevant legal authorities to hypothetical case patterns.

Accurately summarize legal research results for other legal professionals

Legal Research and Writing II

2020-2021 Catalog

LEGAL 200 - Legal Research and Writing II

5 Credits

Second in a two-class series required by the Paralegal department. Focuses primarily on writing and more complex forms of legal research. Students will develop their skills in the preparation of internal memoranda and memoranda of points and authorities.

Pre-requisite(s) LEGAL 199 and ENGL& 101 with min. 2.0

FeesLA

Quarters Typically Offered

Fall Evening

Winter Online

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 20200330T21:15:52

Grading System Decimal Grade

Class Limit 25

Contact Hours: Lecture 55

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

- Introduction to Legal Writing
- Advanced legal research
- Memoranda; objective and persuasive
- Points of authority

Student Learning Outcomes

Draft a clearly and effectively written Objective Memorandum meeting applicable industry standards.

Draft a clearly and effectively written Persuasive Memorandum meeting applicable industry standards.

Draft a clearly and effectively written Points and Authorities Memorandum of Law meeting applicable industry standards.

Draft a clearly and effectively written client opinion letter meeting applicable industry standards

Contracts & Negotiations

2020-2021 Catalog

LEGAL 202 - Contracts & Negotiations

5 Credits

Covers the formation of contracts, contractual provisions, Uniform Commercial Code (UCC), remedies and preparation of basic contractual documents. Approximately 30% of class addresses rules of contracting in context of teaching negotiations.

Pre-requisite(s) LEGAL 100 or POLS& 200 min. 2.0

FeesCF

Quarters Typically Offered

Summer Online

Fall Online

Winter Online

Spring Online

Designed to Serve Students in Legal Studies program, pre-law students, and program manager students in BSTEC

Active Date 20200330T21:15:59

Grading System Decimal Grade

Class Limit 32

Contact Hours: Lecture 55

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

- The legal framework for contract law
- How a contract is formed: Offer, Acceptance, Consideration
- Remedies for Breach of a Contract
- Legality of subject matter & Contractual capacity
- Problems with contractual intent
- Provisions in a typical contract
- Uniform Commercial Code (UCC)
- Third Party Contracts
- Discharge of Obligations
- Drafting Simple Contracts

Student Learning Outcomes

Correctly identify the components of a valid contract, including the elements of valid offer, acceptance, and consideration.

Effectively describe and analyze legal contract issues of mutual assent, capacity, illegality fraud and misrepresentation. mistake, duress and undue influence.

Correctly identify and analyze the required elements and applicability of the statute of frauds, and apply the parol evidence rule and other essential rules of contract interpretation.

Correctly describe the essential methods for discharging contractual obligations including performance, rescission, release, modification, novation, accord and satisfaction, and frustration of purpose.

Correctly identify and analyze third party contractual relationships and differentiate concepts of assignment and delegation.

Correctly identify and distinguish the essential remedies for breach of contract under the Uniform Commercial Code and common law

Effectively negotiate and draft a valid written contract through observed role-play and writing assignment

Family Law

2020-2021 Catalog

LEGAL 210 - Family Law

5 Credits

Focuses not only on the aspects of divorce and marital dissolution but also on the legal response to the changing sociological description of the family. Topics include divorce, annulment, child custody, child support, spousal maintenance, categorization of property (community and separate), domestic partnerships and rights of partners (heterosexual and homosexual), antenuptial agreements, post-nuptial agreements, property settlement agreements, adoption, surrogate parents and an overview of domestic violence.

Pre-requisite(s) LEGAL 100 or POLS& 200 min. 2.0

Fees

Quarters Typically Offered

Summer Day

Fall Day

Winter Day

Spring Day

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 20200330T21:16:00

Grading System Decimal Grade

Class Limit 32

Shared Learning Environment Yes

Contact Hours: Lecture 55

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

- Sociological description of the family
- Process of dissolution including divorce, annulment, child custody, child support, spousal maintenance, categorization of property
- Domestic partnerships
- Ante and post nuptial agreements
- Property settlement agreements
- Adoption
- Surrogate parents
- Domestic Violence

Student Learning Outcomes

Accurately prepare court-mandated child support worksheets that meet Washington State Child Support Guidelines based upon

selected examples and hypothetical situations.

Accurately prepare court-mandated parenting plans that meet Washington State Parenting Plan Guidelines based upon selected examples and hypothetical situations.

Accurately prepare dissolution petition based upon selected examples and hypothetical situation, that complies with state and local law.

Cooperative Education Work Experience II 2020-2021 Catalog

LEGAL 240 - Cooperative Education Work Experience II

5 Credits

Students work as a paralegal intern in a law or law department performing paralegal duties, under the supervision of a lawyer or paralegal. One credit is awarded for every 30 hours of work experience. Experience is further monitored with on-site visits by classroom instructor and regular meetings in concurrent LEGAL 241 class. This is an elective class for students who choose to do a second internship.

Pre-requisite(s) LEGAL 139 with min. 2.0 and concurrent enrollment in LEGAL 241

Instructor Permission Required Yes

FeesHD

Quarters Typically Offered

Summer Day, Evening

Fall Day, Evening

Winter Day, Evening

Spring Day, Evening

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 20200330T21:16:01

Grading System Decimal Grade

Variable Credit Yes **Range** 1-5

Class Limit 25

Contact Hours: Worksite 150

Total Contact Hours 150

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

Practical experience working in a law office doing paralegal work under the supervision of a lawyer or a paralegal.

Student Learning Outcomes

Create a learning plan in collaboration with employer and advisor that details skills to be learned in the workplace.

Perform assigned duties in a friendly and courteous manner and accept feedback.

Communicate effectively with individuals and in a team environment.

Demonstrate successful work habits and attitudes reflecting best practices in the workplace.

Analyze problems and choose appropriate solutions, seeking clarification when necessary.

Cooperative Work Experience Seminar

2020-2021 Catalog

LEGAL 241 - Cooperative Work Experience Seminar

1 Credits

Weekly classroom seminars designed to enhance the practical experiences of the paralegal internship. Feedback and discussion on pertinent work issues include ethics, office politics, delegation, asking for help, networking and identifying future career goals.

Pre-requisite(s) Concurrent enrollment in LEGAL 240

Fees

Quarters Typically Offered

Summer Day

Fall Day, Evening

Winter Day, Evening

Spring Day, Evening

Designed to Serve Students in Legal Studies program, pre-law students.

Active Date 2011-03-02

Grading System Decimal Grade

Class Limit 25

Shared Learning Environment Yes

Contact Hours: Lecture 11 Lab 0 Worksite 0 Clinical 0 Other 0

Total Contact Hours 11

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

1. Ethics in legal practice 2. Office politics 3. Office dynamics 4. Enhancing and developing legal skills through practical experience 5. Networking 6. Future

Student Learning Outcomes

1. Understand the politics and ethics of a legal practice.
 2. Develop legal skills and knowledge through practical experience.
 3. Understand and apply networking through an office setting.
 4. Identify and explore future career goals and how to obtain them.
-

Legal Investigation

2020-2021 Catalog

LEGAL 252 - Legal Investigation

5 Credits

Introduction to purpose and methods of investigation; practical skills of interviewing, obtaining relevant documents and information, evaluating physical and scientific evidence and planning and carrying out investigation strategy; identification of ethical considerations associated with investigation; and legal analysis of problems and cases.

Pre-requisite(s) LEGAL 100 or POLS& 200

Fees

Quarters Typically Offered

Fall Evening

Designed to Serve Legal Studies students.

Active Date 2011-07-25

Grading System Decimal Grade

Class Limit 25

Contact Hours: Lecture 55 Lab 0 Worksite 0 Clinical 0 Other 0

Total Contact Hours 55

Degree Distributions:

ProfTech Course Yes

Restricted Elective Yes

Course Outline

1. Methods of conducting investigation in criminal and civil cases to include process service, court document retrieval. 2. Preparation of investigative reports. 3. Procedures for collection and preservation of physical evidence, scientific aids, and sources of information. 4. Ethical considerations re: investigations 4. Interviewing techniques.

Student Learning Outcomes

1. Analyze and compare law cases presented in this course from the standpoint of investigations.
 2. Apply methods of investigation such as interview techniques appropriate to legal problems.
 3. Recall and apply several rules of evidence.
 4. Examine ethical considerations re: investigations
-

COURSE SEARCH

◀ PL 101

**PL 101****Introduction to the U.S. Legal System****Description**

Provides an overview of the United States legal system including the law of state and federal governments and the relationships between and among them. Covers sources and functions of law in the United States with an emphasis on the U.S. Constitution, the structure of U.S. courts, and judicial decision-making. Recommended: prior completion of or concurrent enrollment in PS 201 (/search/?p=PS%20201) or or a similar course in U.S. government or political science. Prerequisite: WR 121 (/search/?p=WR%20121). Audit available.

COURSE SEARCH

 PL 103**PL 103****Legal Ethics and Professional Responsibility****Description**

Covers ethics and professional responsibility for legal professionals. Focuses on the meaning and application of the Oregon Rules of Professional Conduct and the Oregon State Bar's Statement of Professionalism. Prerequisite: PL 101 (/search/?p=PL%20101). Audit available.

COURSE SEARCH

◀ PL 104

**PL 104****Investigation Techniques for Paralegals****Description**

Explores fundamental techniques of legal investigation from the incident scene to the courtroom. Includes ethics, research techniques, investigative strategies, recordkeeping, information sources, witness location, report writing, subpoenas, physical and demonstrative evidence. Prerequisites: PL 101 (/search/?p=PL%20101). Audit available.

COURSE SEARCH

◀ PL 107

**PL 107****Interviewing and Investigating****Description**

Introduces the legal context for factual investigation and develops skills in investigation planning, fact gathering and analysis, and communicating facts found. Emphasizes client and witness interviewing techniques. Includes simulated interviews. Prerequisite: WR 121 (/search/?p=WR%20121). Prerequisite/concurrent: PL 101 (/search/?p=PL%20101). Audit available.

COURSE SEARCH

◀ PL 108

**PL 108****Legal Analysis & Writing****Description**

Covers analytical writing skills in the preparation for the ability to write objective legal memoranda and legal correspondence. Prerequisites: PL 101 (/search/?p=PL%20101).

COURSE SEARCH

◀ PL 124

**PL 124****Law Office Systems and Procedures****Description**

Covers law office organization. Includes procedures to satisfy legal ethics obligations and manage malpractice risk, case management, docket control, calendaring, document management, marketing, and personnel.

Prerequisite/concurrent: PL 101 (/search/?p=PL%20101). Audit available.

COURSE SEARCH

 PL 130**PL 130****Legal Software****Description**

Provides training in a variety of specialized legal software applications including those used for drafting, practice management, timekeeping, litigation support, and trial preparation. Prerequisite: PL 101 (/search/?p=PL%20101) and (CAS 133 (/search/?p=CAS%20133) or CAS 140 (/search/?p=CAS%20140)). Audit available.

COURSE SEARCH

◀ PL 201

**PL 201****Legal Research and Library Use****Description**

Covers functions of the law library and the development of research skills through the use of digests, encyclopedias, reporter systems, statutes, secondary sources, and practice manuals. Prerequisites: PL 101 (/search/?p=PL%20101). Audit available.

COURSE SEARCH

 PL 203**PL 203****Basic Legal Research****Description**

Explores jurisdictional concepts essential to legal research. Introduces print and electronic legal research methods and processes. Covers citation of legal authority. Prerequisite: PL 101 (/search/?p=PL%20101).

COURSE SEARCH

◀ PL 204

**PL 204****Applied Legal Research and Drafting****Description**

Covers legal research skills and the drafting of legal pleadings, documents, and memoranda common to the practice of law. Prerequisite: PL 202 (/search/?p=PL%20202) or (PL 108 (/search/?p=PL%20108) and PL 203 (/search/?p=PL%20203)) and (WR 122 (/search/?p=WR%20122) or WR 227 (/search/?p=WR%20227) or equivalent). Audit available.

COURSE SEARCH

◀ PL 207

**PL 207****Advanced Legal Research****Description**

Provides an opportunity to practice skills learned in Basic Legal Research, and develop knowledge and skills in using additional research resources. Includes evaluating more complex research scenarios. Prerequisites: PL 203 (/search/?p=PL%20203).

COURSE SEARCH

◀ PL 281A

**PL 281A****Paralegal Community Law Clinic****Description**

Provides the opportunity to use the practical skills acquired in the paralegal program in a clinical legal setting, while working toward the goal of increasing access to justice. Facilitates participation in hands-on legal activities under the close supervision of a faculty attorney and/or practicing staff attorney(s) in a legal nonprofit. Requirement: successful completion of at least 12 paralegal credits, unless waived by instructor. Prerequisite: Instructor permission. Audit available.

Course Objectives/Course Outline
Spokane Community College

Course Title: Washington and Idaho Court Rules

Prefix and Course Number: LA 105

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Describe the legal services industry including Washington Court Rules
- Identify Idaho Civil and Criminal Court Rules
- Distinguish procedural from substantive rules
- Conduct research Washington Court Rules for district, superior, appellate and federal court systems

Course Outline:

- I. Overview of Washington and Idaho Court Rules:
 - A. District
 - B. Superior
 - C. Appellate and Federal court systems
 - D. Interpretation and application of rules
 - E. Law Office procedures
 - F. Procedural vs. substantive rules
 - G. Interrelationship of rules to Washington Digest
 - H. Revised Code of Washington (RCW)
 - I. Appellate Court requirements.
 - J. Idaho Rules of Civil Procedures
 - K. Idaho Rules of Criminal Procedure
 - L. Idaho Rules vs. Federal Rules

Print Date: 8/9/17

Course Objectives/Course Outline
Spokane Community College

Course Title: Legal Research and Writing

Prefix and Course Number: LA 110

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Describe the legal services industry tools
- Demonstrate practical use of legal resource tools on municipals, state and federal levels
- Draft and prepare legal instruments and documents

Course Outline:

- I. Legal Resource Tools on:
 - A. Municipals
 - B. State
 - C. Federal
- II. Draft and prepare:
 - A. Legal instruments
 - B. Documents

Course Objectives/Course Outline
Spokane Community College

Course Title: Law Office Procedures and Technology
Prefix and Course Number: LA 125

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Demonstrate effective communication and critical thinking skills utilizing appropriate legal analysis and vocabulary
- Describe key paralegal duties, such as time management/prioritizing, timekeeping and the Calendar/Tickle System
- Manage a Client Trust Account
- Identify various legal software currently used in practice
- Explain the integration of Word, Excel, Outlook, and databases/trial software into the legal practice
- Describe the e-filing process
- Explain the necessity and process of protecting client information
- Manage relations with clients, lawyers and other professionals
- Discuss issues involving ethics and social responsibility

Course Outline:

I. The Legal Marketplace

- A. Structure and Organization
- B. Private Law Firms
- C. Private Industry
- D. Government Agencies
- E. Changing Marketplace

- 1. Nonlawyer ownership of Law Firms

II. The Legal Team

- A. History
- B. Team Members

- 1. Attorney
- 2. Law Office Manager
- 3. Paralegal
- 4. LLLT
- 5. Law Clerk
- 6. Other

III. Personnel Relations

- A. Management Objectives and Employee Relations
- B. Employee Objectives and Management Relations

C. Team Approach

IV. Legal Fees

- A. Types of Fees
- B. Division of Fees
- C. Other Fees and Charges
- D. Statutory and Judicial Guidelines
- E. Fee Agreements

V. Timekeeping

- A. Timekeeping Requirements
- B. Timekeeping Records and Reports
- C. Elements of Timekeeping
- D. Timekeeping Systems
- E. Timekeeping Ethics
- F. Common Timekeeping Problems

VI. Billing and Financial Management

- A. Art of Billing
- B. Billing Process
- C. Billing Styles
- D. Collection
- E. Billing Ethics
- F. Financial Management

VII. Managing Client Funds and Trust Accounts

- A. Types of Funds Held in Trust
- B. Maintenance
- C. Interest on Lawyers' Client Trust Accounts
- D. Trust Account Abuses

VIII. Technology in the Law Office

- A. Common Software
- B. The Internet
- C. Intranets and Extranets
- D. Electronic Mail
- E. Technology Ethics

IX. Law Office Systems

- A. Types
- B. System Development
- C. System Evolution
- D. Third-Party Systems

X. Docket Control Systems

- A. Calendaring Systems
- B. "Tickler" Systems
- C. Computerized Docketing Systems
- D. File Review System

XI. File and Record Management

- A. Systems
- B. File Opening
- C. Maintenance
- D. File Closing and Retention
- E. Records Ethics

XII. Law Library Organization and Management

Course Objectives/Course Outline
Spokane Community College

Course Title: Legal Ethics

Prefix and Course Number: LA 130

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Identify possible issues in the legal industry
- Apply legal reasoning, critical thinking skills and legal ethics principals to situational circumstances that students may encounter when working as a paralegal and/or LLLT
- Explain conflict of interest and the importance of confidentiality
- Relate the importance of professionalism

Course Outline:

- I. General Legal Ethics:
 - A. Professional rules
 - B. Professional practice of attorneys
 - C. Conflicts of Interest
 - D. Confidentiality
 - E. Professionalism
 - F. Advertising
 - G. Solicitation
 - H. Client funds
- II. LLLT Professional Responsibility:
 - A. Scope of Practice Authorized by Limited Practice Rule
 - B. Conditions Under Which a Legal Technician May Provide Services
 1. Client/LLLT Relationship
 2. Counselor/Advocate
 - C. Communication with other parties
 1. Persons other than client
 2. Law firms and Lawyers
 - D. Communicating Services to Public
 - E. Maintaining Integrity of the Profession
 1. Public Service

Course Objectives/Course Outline
Spokane Community College

Course Title: Contracts

Prefix and Course Number: LA 205

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Explain substantive contract laws
- Identify common contract issues
- Draft basic contracts

Course Outline:

- I. Law of “enforcing promises”
- II. Contract formation
- III. Bargaining Process (pre-contractual liability)
- IV. Requirement of a writing (statute of frauds)
 - A. Contract terms
 - B. Understanding ambiguity
- V. Failure of Basic Performance (mistakes, impracticability, frustration)
- VI. Explore above topics in context of different types of contracts:
 - A. Construction
 - B. Sale of Goods
 - C. Sale of Land
 - D. Employment Agreements
 - E. Family Agreements
 - F. Other significant types of Agreements
- VII. Breach of Contract/Performance and Breach
 - A. Remedies

Course Objectives/Course Outline
Spokane Community College

Course Title: Domestic Relations and Estate Law

Prefix and Course Number: LA 207

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Describe family and estate law
- Identify common family law issues
- Draft common family law documents

Course Outline:

- I. Paradigms and Principles:
 - A. An overview of community property law characteristics of states in the Western US
- II. Paradigms and Principles:
 - B. An overview of legal probate in various categories of estates.
 - C. The law of marriage and dissolution of marriage examined

Course Objectives/Course Outline
Spokane Community College

Course Title: Interviewing and Investigation Techniques

Prefix and Course Number: LA 223

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Distinguish the legal contexts in which interviewing and investigating skills are utilized
- Identify the fundamentals of applicable Civil Rules, causes of action, and Rules of Evidence
- Explain techniques for interviewing individuals
- Communicate, accurately, the results of their investigation
- Identify common issues when working through an investigation
- Discuss issues involving ethics and social responsibility
- Draft relevant documents

Course Outline:

- I. Introduction to Interviewing and Investigations
 - A. Factual analysis and role of these skills in lawyer's work
 - B. Role of Paralegal in interviews
 - C. Role of Paralegals in investigation
- II. Why FACTS are important
 - A. Understanding the "micro" and "macro" of legal and factual issues
 - B. Why attorneys approach investigations in different ways
 - C. Rules of procedure
 - D. Rules of Evidence
 - E. Court rules
- III. Discovery in General
 - A. Informal v. Formal
 - B. Civil v. Criminal
 - C. State v. Federal
 - D. What rules apply
 - E. Admissible v. Discoverable
- IV. Interrogatories
 - A. What they are
 - B. Paralegals role in drafting
 - C. General common sense rules
- V. Communication Skills
 - A. Learning verbal skills
 - B. Using non-verbal skills
 - C. Getting the facts and only the facts
 - D. Written communication to clients
 - E. Written communication to your boss
- VI. The Investigative Plan
 - A. The one issue which separates bad lawyers and paralegals from
 - B. good lawyers and paralegals
 - C. Formulation of IP

Course Objectives/Course Outline
Spokane Community College

Course Title: Trial Preparation and Procedures

Prefix and Course Number: LA 225

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Explain the principles civil litigation
- Use analytical framework for decision-making, evaluate a variety of fact patterns to identify issues and causes of action to support the practice of an attorney
- Discuss issues involving ethics and social responsibility
- Draft basic litigation instruments

Course Outline:

- I. Introduction
 - A. Civil procedures
 - B. Civil preparation of trial materials
 - C. Application to court rules
 - D. Pretrial preparation

Course Objectives/Course Outline
Spokane Community College

Course Title: Evidence

Prefix and Course Number: LA 241

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Describe the policy reasons that are behind the various rules of evidence
- Explain both the federal and state rules of evidence
- Analyze when rules of evidence apply to fact patterns
- Draft pleadings that relate to the rules of evidence

Course Outline:

- I. Scope and purpose of the rules of evidence
- II. Relevance
- III. Character
- IV. Habit and *Modus Operandi*
- V. Witnesses and Competency
- VI. Impeachment
- VII. Lay and Expert Opinions
- VIII. Settlement, Negotiation, and Remedial
- IX. Hearsay
- X. Hearsay Exceptions
- XI. Authentication, Identification, and Exhibits
- XII. Constitutional—the Admissibility of Evidence
- XIII. Common Law Privileges

Course Objectives/Course Outline
Spokane Community College

Course Title: Supervised Legal Work Experience

Prefix and Course Number: LA 245

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Apply knowledge learned in the classroom to a work environment
- Demonstrate professionalism in the work environment

Course Outline:

- I. Clinical experience may include:
 - A. Appropriate professional use of communication skills
 - B. Appropriate professional use of human relationship skills
 - C. Office Technology
 1. Telephone
 2. Computer
 - D. Law office docket control system
 - E. Perform conflicts of interest check
 - F. Produce professionally acceptable pleadings
 - G. Utilize Skills:
 1. Problem-solving
 2. Time management
 3. Prioritization
 4. Workload

Course Objectives/Course Outline
Spokane Community College

Course Title: Legal Office Internship

Prefix and Course Number: LA 285

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Apply the knowledge learned in the classroom to a work environment
- Demonstrate professionalism in the work environment

Course Outline:

- I. OTJ experience may include:
 - A. Appropriate professional use of communication skills
 - B. Appropriate professional use of human relationship skills
 - C. Office Technology
 1. Telephone
 2. Computer
 - D. Law office docket control system
 - E. Perform conflicts of interest check
 - F. Produce professionally acceptable pleadings
 - G. Utilize Skills:
 1. Problem-solving
 2. Time management
 3. Prioritization
 4. Workload

Paralegal

COMPLETION REQUIREMENTS (35 CREDITS)

- » ENGL& 101 English Composition I (5)
- » CMST& 220 Public Speaking (5)
- » BUS 110 Business Math (5)
or MATH 90 Elementary Algebra (5)
- » Natural Science - See note below* (5)
- » Political Science/ History - See note below* (5)
- » Sociology/ Psychology - See note below* (5)
- » Multicultural Course - See note below* (5)

**Any course identified as meeting the respective distribution requirement for TCC's APS degree*

Paralegal Preferred Pro-Certificate

(56 credits)

To enter this certificate program, students must show evidence of completion of Associate in Arts & Sciences or a Bachelor of Arts degrees, earn a minimum C grade or higher in all required paralegal courses, and provide evidence of meeting related study requirements. Students must obtain a minimum grade of C in all courses.

CORE REQUIREMENTS (53 CREDITS)

- » CU 105 Word I, Excel I (5)
- » PLST 106 Professional Document Production (3)
- » PLST 150 Paralegal Fundamentals and Ethics (5)
- » PLST 151 Legal Research and Writing I (5)
- » PLST 152 Introduction to Civil Law (5)
- » PLST 153 Civil Procedure (5)
- » PLST 154 Computer Applications in the Law (3)
- » PLST 156 Criminal Procedure for Paralegals (5)
- » PLST 232 Interviewing and Investigation (5)
- » PLST 233 Internship I - Paralegal (5)
- » PLST 239 Transition Planning (1)
- » PLST 251 Legal Research and Writing II (3)
- » PLST 253 Civil Procedure II (3)

ELECTIVE COURSES (3 CREDITS)

Select a minimum of 3 credits from the following:

- » PLST 221 Family Law (3)
- » PLST 222 Probate/Estate Planning (3)
- » PLST 223 Alternative Dispute Resolution (3)
- » PLST 224 Real Estate Law (3)
- » PLST 225 Bankruptcy Law (3)
- » PLST 226 Administrative Law (3)
- » PLST 228 Employment and Labor Law (3)
- » PLST 230 Business Organization/Corporation (3)
- » PLST 231 Contracts/Commercial Transactions (3)
- » PLST 234 Internship II - Paralegal (5)
- » PLST 235 Evidence and e-Discovery (3)
- » PLST 237 Introduction to Tax Law (3)

Limited License Legal Technician Preparation Certificate

(45 credits)

After the Washington Supreme Court's decision to sunset the LLLT program, TCC will no longer admit new students as of June 2020 to the Limited License Legal Technician Preparation Certificate. This certificate will remain available only to currently enrolled students. Current students must contact the WSBA to determine necessary licensing requirements.

The LLLT Preparation Certificate consists of 45 credits of legal specialty courses. 37 of the 45 credits are specified by the Washington State Bar Association. The remaining 8 credits can be any PLST course the student chooses.

Upon successful completion of this certificate, a student will be eligible to apply for admission to the next step of the education requirement through the WSBA. Refer to the WSBA LLLT website for the full list of education and other requirements necessary to become a LLLT. Students must obtain a minimum grade of C in all courses.

CORE REQUIREMENTS (37 CREDITS)

- » PLST 150 Paralegal Fundamentals and Ethics (5)
- » PLST 151 Legal Research and Writing I (5)
- » PLST 152 Introduction to Civil Law (5)
- » PLST 153 Civil Procedure (5)
- » PLST 154 Computer Applications in the Law (3)
- » PLST 231 Contracts (3)
- » PLST 232 Interviewing and Investigation (5)
- » PLST 251 Legal Research and Writing II (3)
- » PLST 253 Civil Procedure II (3)

ELECTIVE COURSES (8 CREDITS)

Select a minimum of 8 credits from the following:

- » PLST 106 Professional Document Production (3)
- » PLST 149 Writing Basics for Paralegals (3)
- » PLST 156 Criminal Procedure for Paralegals (5)
- » PLST 221 Family Law (3)
- » PLST 222 Probate/Estate Planning (3)
- » PLST 223 Alternative Dispute Resolution (3)
- » PLST 224 Real Estate Law (3)
- » PLST 225 Bankruptcy Law (3)
- » PLST 226 Administrative Law (3)
- » PLST 228 Employment and Labor Law (3)
- » PLST 230 Business Organization/Corporation (3)
- » PLST 233 Internship I - Paralegal (5)
- » PLST 234 Internship II - Paralegal (5)
- » PLST 235 Evidence and e-Discovery (3)
- » PLST 237 Introduction to Tax Law (3)

Oceanography

Students seeking courses for general interest or degree distribution requirements may consider OCEA& 101 and OCEA 179 for the Associate of Arts, General Studies and Applied Sciences degrees. Students intending to major in Oceanography at a baccalaureate institution should consult with the Earth Sciences advisor.

OCEA& 101 Introduction to Oceanography (5)

(Formerly OCEAN-101) Focuses on topics such as the origin of ocean basins, seawater chemistry, atmospheric and oceanic circulation, waves, and marine ecosystems. The laboratory includes investigations of oceanographic phenomena and local field trips.

Prerequisite: ENGL/ 095 with a minimum grade of C; and either MATH 090 or MATH 093 with a minimum grade of C or equivalent assessment in these areas.

OCEA 179 Special Topics in Oceanography (1-5)

These are seminars designed to provide Oceanography students with the opportunity to study selected oceanography topics and techniques. Topics and/or techniques covered will generally be determined by the instructor but may also reflect the expressed need or interest of students in the earth science program.

OCEA 299 Independent Study in Oceanography (1)

Independent study of oceanographic topics.
Prerequisite: Instructor permission.

Paralegal

PLST 106 Legal Document Production (3)

A basic course teaching technical skills in Microsoft Office computer applications with an emphasis on Microsoft Word and Microsoft Outlook as applied in a law office setting. Students will work through a series of hands-on assignments specifically tailored to legal documents, calendaring and general case management.

Prerequisite: CU 102 or CU 105 with a minimum grade of C or equivalent.

Recommended preparation: CU 091 with a minimum grade of C or recommended ability to type 35 wpm.

PLST 149 Writing Basics for Paralegals (3)

(Formerly ADLJ 149) This introductory paralegal course is designed to improve the students' writing through emphasis on word usage, grammar and punctuation in typical legal contexts. Students will improve their proofreading and editing skills as they review and draft legal documents with a focus on accuracy and attention to detail.

Prerequisite: Assessment at college-level English and reading

PLST 150 Paralegal Fundamentals & Ethics (5)

(Formerly ADLJ 150) Students will be introduced to the varied and rewarding responsibilities of a paralegal. Topics will cover careers, paralegal organizations, ethics and professional responsibility, paralegal skills and attributes, sources of American law, the court system, specific areas of law, and preparation for the internship.

Prerequisite: Assessment at college-level English and reading.

PLST 151 Legal Research and Writing I (5)

(Formerly ADLJ 151) An introduction to developing effective methods of legal research and writing. Students will participate in a series of exercises that include finding statutes and case decisions in books and through computer-assisted legal research. Students will focus on identifying legal issues and validating cases and statutes while drafting letters, case briefs, and an objective memorandum. This is the first of two required legal research and writing courses.

Prerequisite: Assessment at college-level English and reading.

PLST 152 Introduction to Civil Law (5)

(Formerly ADLJ 152) This course is designed to introduce the student to the foundations of civil law, including substantive issues; contracts; domestic relationships; wills, estates, and probate; torts and personal injury; and the legal profession. Classroom activities will include: case analysis; the drafting, examination and assessment of legal documents; application of general principles related to torts, contracts, family law, and wills; and relevant class projects pertaining to these areas. Activities outside the classroom will include online research and discussion board assignments.

Prerequisite: Assessment at college-level English and reading.

PLST 153 Civil Procedure I (5)

(Formerly ADLJ 153) Students will be introduced to the procedural requirements in the civil litigation process with an emphasis on the requisite skills and knowledge essential to practicing paralegals. Statutes, case law and court rules (state and federal) will be examined, and the drafting of legal pleadings and other civil case documents will be assigned. Using simulated fact and legal scenarios, students will track and analyze the procedural aspects of a civil lawsuit from inception to verdict covering the stages of pleadings, discovery, motions practice, negotiations and pretrial settlement.

Prerequisite: Recommended: PLST 149 with a minimum grade of C.

PLST 154 Computer Applications in the Law (3)

(Formerly ADLJ 154) This course is an introduction to computer technology and its applications within a law firm. Students will have the opportunity to apply hands-on training with Microsoft Office Suite (Word, Excel, Access and Outlook); timekeeping software; docket control/case management software; litigation support software; and evidence display software. Resources and techniques for the efficient application of software typically found in the law office are provided in addition to hands-on work with industry-specific software applications.

Prerequisite: ENGL/ 095; and CU 105 or equivalent; and PLST 106 or equivalent.

Paralegal

PLST 155 Health/Dealing With Stress (1)

(Formerly ADLJ 155) The paralegal field can challenge a professional's health and well-being. This online course helps the student recognize cues that may be barriers to optimal health and well-being, and offers tools and practicum for dealing with stress and achieving a healthy balance in various areas of life, including school, work, and family.

Prerequisite: Assessment at college-level English and reading.

PLST 156 Criminal Procedure for Paralegals (5)

(Formerly ADLJ 156) This course is designed to teach students the basic concepts of substantive criminal law emphasizing Washington statutes and criminal procedure with a focus on individual rights under the United States Constitution. Students will prepare documents typically drafted by paralegals in a law office or agency in the field of criminal law defense or prosecution.

Prerequisite: Assessment at college-level English and reading or completion of ENGL 095 and READ 095 or ENGL/ 095.

PLST 221 Family Law (3)

(Formerly ADLJ 221) This course will introduce students to the legal authorities and procedures involved in family law cases. Topics covered will include marriage, divorce, adoption, legal separation, paternity and child support, parenting plans, and other topics. Students will learn to identify and resolve various family law issues, as well as to draft common family law documents such as child support worksheets.

Prerequisite: Assessment at college-level English and reading.

PLST 222 Probate/Estate Planning (3)

(Formerly ADLJ 222) Estate planning involves the financial and healthcare arrangements that are made during a person's lifetime as well as the preparation for transfer of that person's assets at death. Probate is the process of proving the validity of a will and ensuring that the instructions in a valid will are carried out. Students will develop knowledge and skills for the drafting of wills and trusts and for the procedural requirements of the probate process.

Prerequisite: Assessment at college-level English and reading.

PLST 223 Alternative Dispute Resolution (3)

(Formerly ADLJ 223) Alternative Dispute Resolution is a method of resolving disputes before they go to trial. Negotiation, mediation and arbitration are forms of ADR. Paralegals may qualify as mediators and directly assist parties in reaching an agreement. Other paralegals will assist attorneys in this fast growing method of settling disputes. Students will become familiar with the ADR laws in Washington State.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.

PLST 224 Real Estate Law (3)

(Formerly ADLJ 224) An introduction to law and legal systems as related to real estate transactions. Major topics include forms of ownership; title, transfers and insurance; fraud, deceit and misrepresentation; contract law and documents; real estate security documents; and duties and liabilities of licensees.

Prerequisite: Assessment at college-level English and reading or ENGL 095 and READ 095 or ENGL/ 095.

PLST 225 Bankruptcy Law (3)

(Formerly ADLJ 225) Bankruptcy law is federal law with the proceedings taking place in the federal court system. Students will learn about the various types of relief for both individuals and businesses. They will gain knowledge and skills necessary for interviewing the debtor, reviewing creditors' claims, and preparing the documents for submission to the bankruptcy court.

Prerequisite: Assessment at college-level English and reading or completion of ENGL 095 and READ 095 or ENGL/ 095.

PLST 226 Administrative Law (3)

(Formerly ADLJ 226) This course will introduce students to the legal authorities and procedures involved in administrative law cases. Students will learn the state and federal legal authority that creates and empowers administrative agencies and the different areas in which administrative agencies are legally authorized to act. Students will also

become familiar with the legal procedures used in administrative law cases, as well as the legal tribunals created to hear and decide administrative law cases.

Prerequisite: Assessment at college-level English and reading.

PLST 228 Employment and Labor Law (3)

(Formerly ADLJ 228) Employment and labor law includes laws governing health and safety in the workplace, labor unions and union-management relations, employment discrimination, wrongful employment termination, pension plans, retirement and disability income (Social Security), employee privacy rights, the minimum wage, and overtime wages. Students will research Washington State workers' compensation statutes and learn about agencies where paralegals may represent clients during agency hearings.

Prerequisite: Assessment at college-level English and reading.

PLST 230 Business Organization/Corporations (3)

(Formerly ADLJ 230) Today's business owners may choose among a variety of business entities for business formation. Besides the traditional sole proprietorship, partnership, and corporation, owners may form limited liability companies and limited liability partnerships. Students will learn about the different relationships, rights, obligations, and regulatory schemes of the various entities. In corporate law, students will develop knowledge and skill in preparing articles of incorporation, drafting corporate bylaws, preparing minutes of corporate meetings, drafting shareholder proposals, reviewing documents relating to the sale of corporate securities, assisting with corporate mergers and acquisitions, and filing papers necessary to terminate a corporation.

Prerequisite: ENGL/ 095 with a minimum grade of C or equivalent.



CORONAVIRUS UPDATE

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For more information, see our Coronavirus FAQ

INTRODUCTION TO LAW & LEGAL PRACTICE

COURSE DETAILS

This course can only be taken as part of the Certificate in Paralegal Studies .

ABOUT THIS COURSE

The American legal system is extremely large and complex. In this course, we'll give you a broad overview of this system — how it functions and the specific roles of judges, juries, paralegals and attorneys within it. You'll explore how the rights of citizens are enforced through courts and legal procedures. And you'll get a fundamental introduction to the wide variety of topics covered throughout the certificate program.

WHAT YOU'LL LEARN

- The major sources of law
- Respective powers of the federal and state court systems
- Key concepts of jurisdiction and venue
- The basic structure of a lawsuit from complaint to appeal
- How to draft basic causes of action, identify available remedies and include appropriate defenses and responses

GET HANDS-ON EXPERIENCE

- Practice briefing cases
- Prepare a memorandum to summarize the key components of a client's legal problem
- Draft a summons, complaint and answer

PROGRAM OVERVIEW

Complete the courses listed below to earn the certificate. The number of courses offered each quarter varies depending on how many quarters the program covers. See below for details.

COURSES

Introduction to Law & Legal Practice

Legal Research, Writing & Analysis I

Professional Responsibility & Ethics

Civil Procedure & Litigation I

Interviewing & Investigation Techniques

Law Office Procedures & Technology

Civil Procedure & Litigation II

Contract Law

Legal Research, Writing & Analysis II

Business Law

Complex Litigation

Litigation Specialties

CERTIFICATE IN PARALEGAL STUDIES

Sponsored by the UW School of Law.

View this program's advisory board.

ADVISORY BOARD

Each of our programs uses an advisory board to review content, guide design and recommend updates to ensure the program remains current as the field of study evolves. By tapping the minds of the top thinkers, doers and leaders in the field, we offer a transformational learning experience. The following individuals serve as the advisory board for this program.

Elva Gonzalez, Senior Paralegal, Perkins Coie, LLP, and Past President, Washington State Paralegal Association

Brenda Higley, Firm Administrator, Peterson Russell Kelly, PLLC

Amy Holman, Paralegal, Calfo Eakes & Ostrovsky PLLC

Shelly Langley, Owner, Langley Recruiting, LLC

Kurt Sahl, Program Manager, International & Academic Programs, UW Continuum College

David Soma, J.D., Attorney

Carol Van Buren, Director of Paralegal Services, Perkins Coie, LLP

Dyana Veigele, J.D., General Counsel and President, Law Dawgs – Quid Pro Quo Global



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LAW OFFICE PROCEDURES & TECHNOLOGY

COURSE DETAILS

This course can only be taken as part of the Certificate in Paralegal Studies .

ABOUT THIS COURSE

A law office must establish and follow specific procedures to function smoothly, and most law practices today depend on technology. In this course, you'll be introduced to standard law office procedures and the various types of computer applications used to support them. We'll cover client fee agreements, paying bills and collecting accounts, and timekeeping. You'll learn about electronic filing, docketing, and managing client trust accounts. We'll also examine ways to handle client conflict of interest and manage difficult clients.

WHAT YOU'LL LEARN

- The client intake process, including ethics and conflicts considerations
- Various timekeeping software options and techniques for efficient time management
- Workflow and scope of work plans for effective case management
- Strategies for maintaining document control and access
- Tool preparation for organized project management

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INTERVIEWING & INVESTIGATION TECHNIQUES

COURSE DETAILS

This course can only be taken as part of the Certificate in Paralegal Studies .

ABOUT THIS COURSE

No case can be won without a quality investigation. Many times the preliminary investigation is performed by a paralegal professional — the result of which can play a key role in the client's perception of the attorney, the firm and the case.

In this course, you'll develop skills essential for the interview and investigation process, including organization, communication and critical analysis. Through interactive activities, you'll learn about the common types of clients and witnesses that paralegals will often interview during a preliminary investigation. We'll also explore how to create an investigation plan, craft questions and develop an investigation summary.

WHAT YOU'LL LEARN

- Different kinds of interview and investigation models
- Effective interviewing strategies
- How to create interview outlines
- The governing rules of evidence for interviews and investigations
- Aspects of paralegal liability as agents of attorneys

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PROFESSIONAL RESPONSIBILITY & ETHICS

COURSE DETAILS

This course can only be taken as part of the Certificate in Paralegal Studies .

ABOUT THIS COURSE

In today's legally charged environment, professional and ethical responsibility have become complex, evolving concepts. Accordingly, it's more vital than ever for legal professionals to understand best practices for avoiding misconduct and what steps to take when problems arise.

In this course, you'll learn how the Model Guidelines of the American Bar Association as well as the canons of the National Association of Legal Assistants guide the paralegal profession in the areas of responsibility and ethics. We'll explore real-world ethical dilemmas and cover the expectations and the limits of a paralegal's duties in this context. And we'll dive deeply into the fundamental ethical questions raised by actual and perceived conflicts of interest, attorney-client privilege, unauthorized practice of law, client confidentiality and the ethics of handling client funds.

WHAT YOU'LL LEARN

- All aspects of the ABA Model Guidelines and the canons of the National Association of Legal Assistants
- How to avoid ethical dilemmas and potential conflicts of interest
- Applicable case law and other sources of authority, including the Rules of Professional Conduct, canons, and ethics opinions
- Differences between the rules of confidentiality, attorney-client privilege and work product
- Repercussions of the unauthorized practice of law and ways to avoid it

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CONTRACT LAW

COURSE DETAILS

This course can only be taken as part of the Certificate in Paralegal Studies .

ABOUT THIS COURSE

Contracts play a wide-ranging and important role in our society and daily lives, influencing areas such as employment, personal relationships (e.g., marriages) and purchases large and small. They are also integral to every area of legal practice, including attorney-client fee agreements, tort settlements, criminal plea agreements, and property distribution agreements in a marriage dissolution action. An understanding of the substantive law of contracts is vital for any paralegal professional.

In this course, you'll discover the key elements of a legally enforceable contract and the defenses that can be raised in an enforcement action. We'll explore the differences in remedies under contract and tort law and discuss contract negotiation and drafting techniques. By the end of the course, you'll understand how to expertly analyze, interpret and revise contracts, adding valuable knowledge to your paralegal skillset.

WHAT YOU'LL LEARN

- The sources of law used in researching, drafting and litigating contracts
- Basic requirements for creating a valid and enforceable contract, from offer and acceptance to capacity and legality
- Laws relating to assignment of contract rights, delegation of contract duties, novation, and the rights of third-party beneficiaries
- Financial and equitable remedies available under contract law, including contracts for the sale of goods
- How to analyze a contract issue and conduct a negotiation that results in a precise, understandable contract

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LEGAL RESEARCH, WRITING & ANALYSIS I

COURSE DETAILS

This course can only be taken as part of the Certificate in Paralegal Studies .

ABOUT THIS COURSE

Thorough research, excellent writing and careful analysis are integral components of legal work. As Bryan Garner notes in *The Winning Brief*, "Good writing can win cases, and bad writing can lose them." Finding the law, stating it, and applying it clearly and correctly is the pathway to success in the practice of law.

This course deals with the fundamentals of legal research, writing and analysis, along with the skills needed to communicate effectively in legal matters. You'll be introduced to the principles of good legal writing, commonly used legal research sources, the formats of legal memoranda, and proper legal citation. You'll discover that writing is not only a communication tool but also an essential part of developing the analytical skills necessary to practicing law.

WHAT YOU'LL LEARN

- Ways to locate and use the standard legal research materials for Washington state, both in the library and online
- The basics of using Westlaw and other computer-assisted legal research tools
- Techniques for analyzing statutory and case authority and applying it to a given fact pattern
- How to prepare objective legal memoranda
- Methods for citing commonly used legal materials applying The Bluebook and Washington Style Sheet rules

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LEGAL RESEARCH, WRITING & ANALYSIS II

COURSE DETAILS

This course can only be taken as part of the Certificate in Paralegal Studies .

ABOUT THIS COURSE

This course delves into more advanced topics in legal research, writing and analysis. We'll continue to refine the skills needed to communicate effectively in legal matters. You'll learn how to draft opinion letters and practice various techniques for persuasive writing. You'll also further hone your research skills using online tools.

WHAT YOU'LL LEARN

- Advanced techniques for computer-assisted legal research
- Methods for researching federal law
- How to prepare a motion brief

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CIVIL PROCEDURE & LITIGATION I

COURSE DETAILS

This course can only be taken as part of the Certificate in Paralegal Studies .

ABOUT THIS COURSE

Litigation is the method our society uses to resolve disputes peaceably through the court system; civil procedure refers to the set of rules utilized to accomplish this. Anyone hoping to succeed in the legal field must have a clear understanding of how these systems function.

In this course, you'll learn how to assess the strengths and weaknesses of claims and defenses. We'll examine how and where lawsuits are commenced and what they should contain. You'll also discover how to acquire the information necessary to present a case to a judge or jury, how to write and employ motions, and effective settlement negotiations and strategies.

WHAT YOU'LL LEARN

- Effective techniques for interviewing clients and witnesses
- Different defenses to lawsuits, including statutes of limitation and claim statutes
- How to draft effective discovery demands, and ways to oppose those demands
- Local, state and federal court rules

GET HANDS-ON EXPERIENCE

- Draft pleadings, including complaints, answers, counterclaims and affirmative defenses
- Complete an entire discovery project, including interrogatories, requests for production of documents, deponent list and requests for admissions
- Participate in a mock deposition

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For more information, see our [Coronavirus FAQ](#)

CIVIL PROCEDURE & LITIGATION II

COURSE DETAILS

This course can only be taken as part of the Certificate in Paralegal Studies .

ABOUT THIS COURSE

This course continues the exploration of how disputes are resolved through the court system. We'll closely examine the trial process, including how to develop winning strategies and ways to prepare clients, witnesses and experts for the rigors of trial. You'll learn about the process of appealing adverse verdicts and enforcing judgments. We'll also cover practical, cost-effective alternatives to trial, such as arbitration and mediation.

WHAT YOU'LL LEARN

- How to write effective demand brochures, mediation statements and trial briefs
- Strategies for selecting a sympathetic jury
- Ways to prepare persuasive opening statements and closing arguments
- Techniques for conducting effective direct and cross-examination of experts and witnesses
- How to assemble a professional trial notebook

GET HANDS-ON EXPERIENCE

- Draft a mediation brief
- Examine actual jury instructions
- Prepare direct and cross-examination questions and strategies
- Create and draft a complete discovery project, including a strategy for deposing key parties and witnesses, interrogatories, Requests to Produce, and a Request for Admissions

PROGRAM OVERVIEW

Complete the courses listed below to earn the certificate. The number of courses offered each quarter varies depending on how many quarters the program covers. See below for details.

COURSES

Introduction to Law & Legal Practice

Legal Research, Writing & Analysis I

Professional Responsibility & Ethics

Civil Procedure & Litigation I

Interviewing & Investigation Techniques

Law Office Procedures & Technology

Civil Procedure & Litigation II

Contract Law

Legal Research, Writing & Analysis II

Business Law

Complex Litigation

Litigation Specialties

CERTIFICATE IN PARALEGAL STUDIES

Sponsored by the UW School of Law.

View this program's advisory board.

Paralegal Studies Program

The paralegal studies program provides students with the knowledge and skills for entry into paralegal and legal service related careers in a variety of professional settings. WCC offers an associate in science (AS) degree in paralegal studies and a certificate option. Both prepare students for challenging career opportunities. The certificate is designed for baccalaureate degree holders and can be completed in one year. It will be awarded to students upon completion of all certificate requirements and evidence of having earned a bachelor's degree. Prerequisite courses: ESLA 117 or placement into ENGL& 101. Completion of PLS 127, PLS 111, and BTEC 121 or BTEC 122 with a minimum grade of C is required for all PLS program courses. Student success in the PLS program and in the profession requires interest in the legal system, critical thinking and ethical decision making skills, college level reading and writing skills, proficiency in word processing and office skills, an ability to work independently and with diverse populations, and adaptability and flexibility when working with people. More information is at whatcom.edu/paralegal.

Certificate – Limited License Legal Technician Core Curriculum (45 credits)

The limited license legal technician (LLLT) 45 credit core curriculum meets one component of the requirements to become a LLLT. Students can complete the LLLT core curriculum certificate through the completion of the specified paralegal studies courses.

General education requirements / related instruction

Evidence of earned associate's or higher level degree

A minimum "C" grade or higher is required for all PLS courses.

LLLTs must possess, at minimum, an Associate Level Degree. Refer to Washington State Bar Association website for specific requirements.

Core requirements

Course #	Course title	Credits
PLS 111	Introduction to law and the legal process	5
PLS 112	Law office technology	3
PLS 120	Civil procedure and litigation	5
PLS 127	Legal terminology	3
PLS 130	Legal interview and investigation techniques	3
PLS 151	Law office procedures and legal ethics	5
PLS 152	Intro to legal research, writing and analysis	5
PLS 175	Contracts, consumer law and access to justice	3
# of credits		32

Electives / cooperative work experience

Course #	Course title	Credits
Choose 13 credits from the courses below to complete the required 45 credits for the core LLLT curriculum		
PLS 210	Legal documents, admin processes, probate, wills	3
PLS 220	Real estate legal procedures	3
PLS 240	The practice of family law I	5
PLS 241	The practice of family law II	5
PLS 242	The practice of family law III	5
PLS 245	U.S. immigration applications and processes	3
# of credits		13

will develop professional readiness by fostering skills necessary to work in an office environment. Repeatable with program permission. Co-op courses above 5 credits may be arranged with permission from the co-op coordinator. (UE)

OFFAD 203 Business analysis for managers (5)

Formerly BUSAD 203. Introductory course in presentation software. Covers basics of presentation creation, revision, enhancement and delivery. Includes tips and tricks for ease in public speaking. Prerequisite: BTEC 101. (UE) The student will learn how business managers use accounting and finance concepts to analyze the company, and how managers make informed decisions based on that information. Content includes: risk assessment methods, financial ratios, stocks and bonds to finance operations, tangible and intangible assets, and merchandising operations. Prerequisite: BUS 100 or MATH 97 with a minimum C grade; placement in ENGL& 101. (UE)

OFFAD 280 Sustainable business practices I (3)

Formerly BUSAD 280. This class is the first of a three part series. The focus of this course is measuring, tracking, and implementing sustainability in a business/institutional setting. The class will provide a practical introduction to sustainability, business and leadership practices. Topics covered will include: energy efficiency, transportation, water, and zero waste. Recommended preparation: students have professional work experience OR have completed a basic series of business, economics, political science, and/or related coursework. (UEs)

OFFAD 281 Sustainable business practices II (3)

Formerly BUSAD 281. This is the second course in a three part series. The focus of this course is the sustainable supply chain. Topics covered will include: responsible purchasing, renewable energy, sustainable food, sustainable building and development, and alternate sources of revenue and/or savings. Prerequisite: OFFAD 280 or permission of instructor. (UEs)

OFFAD 282 Sustainable business practices III (3)

Formerly BUSAD 282. This is the third course in a three part series. The focus of this course is the sustainable business model. Topics covered will include: triple bottom line accounting, leadership skills for change agents, corporate social responsibility, employee ownership, and marketing. Prerequisite: OFFAD 281 or permission of instructor. (UEs)

Paralegal studies (PLS)

PLS 111 Introduction to law and the legal process (5)

This course provides students with an overview of the American Legal System, and introduces students to various legal fields and topics. Prerequisite PLS 127 with a minimum grade of C or concurrent enrollment; and BTEC 121 with a minimum grade of C or concurrent enrollment or BTEC 122 with a minimum grade of C or concurrent enrollment. (UE)

PLS 112 Law office technology (3)

This course will increase students' awareness of law office computer systems and software and other technological advances which are, or will be, used in law offices, and enhance the student's ability to effectively utilize these resources. The student should also gain the ability to

critically analyze law office automation. Prerequisite: PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment. (UE)

PLS 120 Civil procedure and litigation (5)

Principles and procedures used in the U. S. Court system with strong emphasis on Washington court rules and case law. Topics include venue, jurisdiction, pleading, discovery and trial, including the administrative process. Prerequisite: PLS 111 or concurrent enrollment; PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment; and placement in ENGL& 101. (UE)

PLS 125 Indian law (3)

This course is an introduction to a variety of legal resources, the use of the law library, and computerized legal research. Focus is on effective legal writing. Designed for law office staff, legal assistants, and Limited License Legal Technicians to develop skills in the process of legal research, writing, and analysis. Prerequisite: Prerequisite: PLS 111 or concurrent enrollment; PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment; and placement in ENGL& 101. (UE)

PLS 127 Legal terminology (3)

This is an introductory course for law office personnel on the definition, use, and spelling of legal terms. Includes Latin-based words generally used in the legal profession. (UE)

PLS 130 Legal interview and investigation techniques (3)

Covers interviewing techniques and skills needed to work with clients and witnesses. Includes investigation procedures and a general understanding of the rules of evidence. Prerequisite: Prerequisite: PLS 111 or concurrent enrollment; PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment; and placement in ENGL& 101. (UE)

PLS 151 Law office procedures and ethics (5)

Designed to help students preparing for or to enhance their careers as paralegals, Limited License Legal Technicians (LLLT) and legal secretaries. Topics include law office management, non-litigation, and litigation responsibilities. Emphasis on ethics, client interactions, business practices and understanding, formatting, and preparation of legal documents. Prerequisite: Prerequisite: PLS 111 or concurrent enrollment; PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment; and placement in ENGL& 101. (UE)

PLS 152 Intro to legal research, writing and analysis (3 or 5)

This course is an introduction to a variety of legal resources, the use of the law library, and computerized legal research. Focus is on effective legal writing. Designed for law office staff, legal assistants, and Limited License Legal Technicians to develop skills in the process of legal research, writing, and analysis. Prerequisite: Prerequisite: PLS 111 or concurrent enrollment; PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment; and placement in ENGL& 101. (UE)

PLS 160 Administrative law (3)

This course covers the history of administrative agencies, administrative law procedures, use of expert witnesses, law of evidence, and constitutional limitations of judicial review. Designed for professional practice of paralegal staff and individuals working with law-related agencies.

Prerequisite: Prerequisite: PLS 111 or concurrent enrollment; PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment; and placement in ENGL& 101. (UE)

PLS 175 Contracts, consumer law and access to justice (3)

This course is an introduction to the principles of contract law. In addition to discussion of the basic substantive law of contracts and consumer law, the course will provide practical information for the paralegal, legal assistant, or Limited License Legal Technician (LLLT) in providing access to justice. Prerequisite: Prerequisite: PLS 111 or concurrent enrollment; PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment; and placement in ENGL& 101. (UE)

PLS 185 Torts (3)

This course is an introduction to the principles of tort law, which is the law of personal injuries. In addition to discussion of the basic substantive law of torts, the course will provide practical information for the paralegal in such areas as the discovery process in tort cases, obtaining medical records, medical releases, and a general overview of the legal assistant's role during a tort case. Prerequisite: Prerequisite: PLS 111 or concurrent enrollment; PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment; and recommended preparation: placement in ENGL 101. (UE)

PLS 190 Paralegal studies internship (1-5)

This course is designed for PLS students to work in a law office or agency in an internship capacity in order to gain experience in paralegal practice and to learn the daily operations of the office. Course may be repeated for credit. Recommended preparation: completion of core and paralegal field requirements for paralegal studies degree. (UE)

PLS 191 Cooperative work experience seminar (2)

Designed for advanced PLS students to explore the practical, ethical and career issues relevant to the legal profession; to also gain experience in paralegal practice and learn the operations of a legal office. Recommended preparation: completion of PLS degree core requirements. (UE)

PLS 210 Legal documents, admin processes, probate, wills (3)

This course will explore and apply Washington state and federal law necessary to prepare legal documents; examine the processes for probate, wills, power of attorney, guardianship, name change, health care legal issues; administrative advocacy for legal financial obligations, medical coverage; and advocacy for clients involved with administrative agencies. Prerequisite: PLS 127 with a minimum grade of C or concurrent enrollment; and BTEC 121 with a minimum grade of C or concurrent enrollment or BTEC 122 with a minimum grade of C or concurrent enrollment; and recommended preparation: PLS 111 and placement in ENGL& 101. (UE)

PLS 220 Real estate legal procedures (3)

This course examines the application of legal procedures and requirements in real estate transactions and litigation. Includes drafting of documents and pleadings with emphasis on contracts, closings, deeds, leases, liens, and foreclosures. Prerequisite: PLS 127 with a minimum grade of C or concurrent enrollment; and BTEC 121 with a minimum grade of C or concurrent enrollment or BTEC 122 with a minimum grade of C or concurrent enrollment; and placement in ENGL& 101; and recommended preparation: PLS 111. (UE)

PLS 230 Criminal trial procedure (3)

This course covers the steps of the criminal trial process from first court appearance through pre-trial procedures. Includes plea bargaining, ethical considerations, initial appearance, probable cause, discovery, and pre-trial motions. Prerequisite: PLS 127 with a minimum grade of C or concurrent enrollment; and BTEC 121 with a minimum grade of C or concurrent enrollment or BTEC 122 with a minimum grade of C or concurrent enrollment ;and placement in ENGL& 101; and recommended preparation: PLS 111. (UE)

PLS 240 Practice family law I (5)

Covers the fundamental issues of family law and providing services to family law clients under attorney supervision or as a Limited License Legal Technician (LLLT) or other non-lawyer practitioner. Prerequisite: PLS 111 or concurrent enrollment; PLS 127 or concurrent enrollment; and BTEC 121 or concurrent enrollment or BTEC 122 or concurrent enrollment; and placement in ENGL& 101. (UE)

PLS 241 Practice family law II (5)

This course focuses on economic and child custody family law issues and providing services to family law clients supervised by an attorney and as a Limited License Legal Technician (LLLT) or other non-lawyer practitioner. Prerequisite: PLS 240 with a minimum grade of C. (UE)

PLS 242 Practice family law III (5)

This course focuses on ethics, social and economic family law issues and providing services while supervised by an attorney or as a Limited License Legal Technician (LLLT) or other non-lawyer practitioner. Prerequisite: PLS 240 with a minimum grade of C. (UE)

PLS 245 U.S. immigration applications and processes (3)

This course is an introduction to current immigration application processes including non-immigrant, immigrant, and citizenship. Topics will cover family and employment visas and green cards, labor certification, overview of refugee/asylee status, and immigration court. Prerequisite: PLS 127 with a minimum grade of C or concurrent enrollment; and BTEC 121 with a minimum grade of C or concurrent enrollment or BTEC 122 with a minimum grade of C or concurrent enrollment; and recommended preparation: PLS 111. (UE)

Parent education (PARED)

PARED 101 Communication and child development (1 or 3)

This course is for parents with a child attending a WCC affiliated cooperative preschool. Parents do lab work in the classroom regularly and attend parent education lectures on health and