

# **Attorney Assistant Certificate Program**

## **Elective Courses Descriptions**

### **Family Law - PLSI 477K - 3qtr. units:**

This course will enable an Attorney Assistant to be effective in family law, including areas of dissolution of marriage, legal separation, and nullity proceedings. Special emphasis will be placed on the “how to” aspects of motions, “order to show cause” matters and enforcement proceedings. Emphasis will also be placed on client interview and assistance in connections with the legal proceeding involved.

### **Advanced Fam. Law - PLSI 477R - 3qtr. units:**

An in-depth look at jurisdictional aspects (both in rem and in persona) of family law. Discussion of attorney-client relationships, professional responsibility, and recovery of attorney fees, expenses and costs. This course will cover complicated procedural aspects of motions, preparation for trial, hearings, judgments, and enforceability of judgments. Overview of community property including business interests, deferred compensation, division of real property in the family residence.

### **Adv. Fam. Law II - PLSI 477S - 3qtr. units:**

This course will cover issues of custody, the Uniform Child Custody Jurisdiction Act, child support, spousal support, and methods of attacking a judgment such as setting a judgment aside, appeals, and bankruptcy.

### **Business Law - PLSI 477F - 2qtr. units:**

This course will be an overview of the rules of law as they apply to business transactions: torts, contracts, agency and employer-employee, partnership, corporation. It will also address basic office procedure regarding business structure.

### **Contract Law - PLSI 477G - 2qtr. units:**

This course examines the law relating to formation of contracts, assignment of rights and delegations of duties, liability for breach of contract including the law of conditions and discharge and other related problems.

### **Corporate and Partnership Law - PLSI 477H - 2qtr. units:**

This course will give the student a basic understanding of common American Business entities including Sole Proprietorships, Partnerships, Limited Partnerships, and Corporations, and the differences between each of these entities. It will cover the statutes governing each of these entities and the legal framework within which each of these entities must operate.

**Advanced Legal Research - PLSI 477T - 3qtr. units:**

This course builds upon legal research principles and techniques learned in Legal Research. This course will include training on electronic resources available for legal research. Students will expand upon their research skills by completing research problems using both print and online resources. Students will spend one hour on lecture and the other two hours working on various assignments. Students will complete weekly exercises. The final project will be a pathfinder, which allows students to apply their knowledge of legal research by evaluating resources on a specific area of law.

**Real Property Law - PLSI 477M - 2qtr. units:**

Real Property Law will combine functional real property theory and terminology with a practical-orientated “hands-on” study of real estate documents. Substantive areas studied will include: title to property deeds, the purchase and sale of property, survey and descriptions, title insurance, financing of property, closing recordation, and leases.

**Personal Injury Law - PLSI 477L - 3qtr. units:**

This course will deal exclusively and intensely with the handling of personal injury litigation. It will introduce the legal assistant to all aspects of the case, from initial client interview, investigation, and all aspects of the pre-litigation file, as well as taking the legal assistant through discovery, to trial and settlement, topics covered include investigation and handling of the pre-litigation file as well as discovery generally used, tactical considerations in discovery, retaining and consulting with experts and preparing all necessary documents.

**Computers for Attorney Assistants – GST 398 - 3qtr. units:**

This course provides you with the instruments to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have knowledge of Netscape or Internet Explorer and Adobe Acrobat.

**Wills & Probate – PLSI 477O - 2qtr. units:**

This course will cover procedure and substantive aspects of probate administration to an in-depth probate proceeding. The course will emphasize interview of clients, preparation of pleadings, calendaring and notice requirements, preparation of inventory and appraisal, preliminary and final distribution, and closing the estate. Estate planning and estate taxation will also be included.

**Introduction to Workers’ Compensation Law – PLSI 477P - 3qtr. units:**

In this introductory course students will receive a broad overview of California’s very complex and ever changing worker’s compensation insurance system. Students will learn to compare the theory with practical applications of materials. This course will familiarize students with benefits, the comparison of labor codes with case law, terminology, compensation disputes and potential resolutions, the adverse roles of system participants, research techniques and new developments in law with an emphasis on paperwork methods.

**Advanced Workers' Compensation Law – PLSI 477Q - 2qtr. units:**

This course will continue to build upon the knowledge gained in the introductory course. The student will learn advanced topics and how they apply to everyday situations, whether you are an employer, injured employee, a paralegal, case manager, safety manager, or other professional. The students will come away from the course with practical skills including: understanding how disabilities are rated, what “ex mods” are and how they affect insurance costs, how to choose, evaluate and work with physicians, insurance companies and attorneys; how to spot fraud and what to do about it; what to do when an injury occurs, how to prepare for trial and much more.

**Bankruptcy Law – PLSI 477E - 2qtr. units:**

This course will go over the basics to this ever changing field. There have been many updates to the Bankruptcy Laws in recent years; there are now stricter requirements to claiming chapter 7, 11 and 13. This course will go over the differences between the chapters and how it will affect the client. The many required forms and information needed from the clients will be addressed as will the responsibilities of the creditors.

**Evidence – PLSI 477U - 2qtr. units:**

The law of evidence is fundamental to civil and criminal trials. Emphasis in this course will be upon the practical applications and underlying principles of evidence in the practice of criminal law. This course will introduce students to the basic concepts of relevancy, hearsay, privileges, witness testimony, opinion testimony and habit and character evidence in criminal, as well as civil proceedings.

**Criminal Law – PLSI 477I - 2qtr. units:**

This course introduces the aspects of criminal procedure, substantive criminal principles, and writ practice commonly faced by prosecutorial and criminal defense attorneys. The course will treat aspects of appellate procedure as well as trial practice, and materials will be presented to show the interplay of factors affecting the outcome of the charge and defense.

**Law office internship – PLSI 497 - 2qtr. units:**

Student needs to arrange for placement in an office. The student will perform the work assignment as a professional, devoting time to the duties outlined in the Placement Agreement. The employer will provide and opportunity for learning under supervision of the responsibilities agreed upon. The University will award academic credit to the student who registers for and successfully completes the requirements of the internship as agreed to with the assigned faculty sponsor. Graded on a credit/no credit basis.