



**El Camino College**  
**COURSE OUTLINE OF RECORD – Official**

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| <b>Course Acronym:</b>              | LAW                                                                                                                                                                                                                                                                                                                      |
| <b>Course Number:</b>               | 20                                                                                                                                                                                                                                                                                                                       |
| <b>Descriptive Title:</b>           | Paralegal Seminar                                                                                                                                                                                                                                                                                                        |
| <b>Division:</b>                    | Business                                                                                                                                                                                                                                                                                                                 |
| <b>Department:</b>                  | Law                                                                                                                                                                                                                                                                                                                      |
| <b>Course Disciplines:</b>          | Law                                                                                                                                                                                                                                                                                                                      |
| <b>Catalog Description:</b>         | <p>This course examines ethics, advanced paralegal communication skills, law office management, problem solving, and analysis skills. It also includes a component on employment, networking and job search.</p> <p>Note: This course is designed to be taken at the end of the paralegal student's course of study.</p> |
| <b>Prerequisite:</b>                | Law 17 with a minimum grade of C or concurrent enrollment                                                                                                                                                                                                                                                                |
| <b>Co-requisite:</b>                |                                                                                                                                                                                                                                                                                                                          |
| <b>Recommended Preparation:</b>     |                                                                                                                                                                                                                                                                                                                          |
| <b>Enrollment Limitation:</b>       |                                                                                                                                                                                                                                                                                                                          |
| <b>Hours Lecture (per week):</b>    | 3                                                                                                                                                                                                                                                                                                                        |
| <b>Hours Laboratory (per week):</b> | 0                                                                                                                                                                                                                                                                                                                        |
| <b>Outside Study Hours:</b>         | 6                                                                                                                                                                                                                                                                                                                        |
| <b>Total Course Hours:</b>          | 54                                                                                                                                                                                                                                                                                                                       |
| <b>Course Units:</b>                | 3                                                                                                                                                                                                                                                                                                                        |
| <b>Grading Method:</b>              | Letter Grade only                                                                                                                                                                                                                                                                                                        |
| <b>Credit Status:</b>               | Credit, degree applicable                                                                                                                                                                                                                                                                                                |
| <b>Transfer CSU:</b>                | Yes                                                                                                                                                                                                                                                                                                                      |
| <b>Effective Date:</b>              |                                                                                                                                                                                                                                                                                                                          |
| <b>Transfer UC:</b>                 | No                                                                                                                                                                                                                                                                                                                       |
| <b>Effective Date:</b>              |                                                                                                                                                                                                                                                                                                                          |
| <b>General Education: ECC</b>       |                                                                                                                                                                                                                                                                                                                          |
| <b>Term:</b>                        |                                                                                                                                                                                                                                                                                                                          |
| <b>Other:</b>                       |                                                                                                                                                                                                                                                                                                                          |
| <b>CSU GE:</b>                      |                                                                                                                                                                                                                                                                                                                          |
| <b>Term:</b>                        |                                                                                                                                                                                                                                                                                                                          |
| <b>Other:</b>                       |                                                                                                                                                                                                                                                                                                                          |
| <b>IGETC:</b>                       |                                                                                                                                                                                                                                                                                                                          |
| <b>Term:</b>                        |                                                                                                                                                                                                                                                                                                                          |
| <b>Other:</b>                       |                                                                                                                                                                                                                                                                                                                          |
| <b>CalGETC:</b>                     |                                                                                                                                                                                                                                                                                                                          |

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| <b>Term:</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Other:</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Student Learning Outcomes:</b> | <p><b>SLO #1 Oral Presentations</b><br/>Prepare a memorandum or an oral presentation focused on ethics and/or law office management.</p> <p><b>SLO #2 Providing Direct Assistance to Attorneys</b><br/>Apply knowledge of the theories of the law and legal services in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace</p> <p><b>SLO #3 Legal Comprehension</b><br/>Understand and apply theories and principles of the law to interpret legal documents.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Course Objectives:</b>         | <ol style="list-style-type: none"> <li>1. Prepare and edit written correspondence.</li> <li>2. Compose oral presentations of complex legal issues.</li> <li>3. Formulate a legal research plan, including the use of online legal databases.</li> <li>4. Prepare advanced written/oral analyses of legal issues, including ethical questions.</li> <li>5. Develop employment portfolios for traditional and non-traditional paralegal careers.</li> <li>6. Appraise and assess ethical situations that occur in a legal environment.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Major Topics:</b>              | <p><b>I. Regulation of Lawyers and Paralegals (3 hours, Lecture)</b></p> <ol style="list-style-type: none"> <li>A. California Rules of Conduct</li> <li>B. ABA Model Code</li> <li>C. ABA Model Rules</li> </ol> <p><b>II. Law Office Basics (3 hours, Lecture)</b></p> <ol style="list-style-type: none"> <li>A. Attorney-Client Relationship</li> <li>B. Retainers, Fees, Client Funds and Trust Accounts</li> <li>C. Time and Billing Requirements and Systems</li> </ol> <p><b>III. Ethics-Unlicensed Practice of Law (UPL) (6 hours, Lecture)</b></p> <ol style="list-style-type: none"> <li>A. What Only Attorneys May Do</li> <li>B. What Paralegals May Do</li> <li>C. The Need for Supervision</li> </ol> <p><b>IV. Ethics - Confidentiality (6 hours, Lecture)</b></p> <ol style="list-style-type: none"> <li>A. Private Information</li> <li>B. Privileged Communications</li> <li>C. Attorney Work Product</li> </ol> <p><b>V. Ethics - Conflicts of Interest (3 hours, Lecture)</b></p> <ol style="list-style-type: none"> <li>A. Concurrent Conflicts</li> <li>B. Successive Conflicts</li> <li>C. Potential Conflicts</li> </ol> <p><b>VI. Communication Skills (9 hours, Lecture)</b></p> <ol style="list-style-type: none"> <li>A. Writing Skills</li> <li>B. Editing Skills</li> <li>C. Listening Skills</li> <li>D. Oral Effectiveness</li> </ol> <p><b>VII. Ethics: Competence / Malpractice (3 hours, Lecture)</b></p> <ol style="list-style-type: none"> <li>A. Accepting Cases</li> <li>B. Continuing Education</li> <li>C. Workload</li> <li>D. Supervision</li> </ol> <p><b>VIII. Ethics: The Appearance of Impropriety (3 hours, Lecture)</b></p> |

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|                                                                              | <ul style="list-style-type: none"> <li>A. Protection of Client</li> <li>B. Pro Bono Work</li> <li>C. Work to Improve the Legal System</li> </ul> <p><b>IX. Special Issues in Advocacy (3 hours, Lecture)</b></p> <ul style="list-style-type: none"> <li>A. Unmeritorious Claims, Delay and Discovery Abuse</li> <li>B. Disruption in the Court Room</li> <li>C. Disobeying Court Orders</li> <li>D. Candor and Honesty</li> </ul> <p><b>X. Ethics: Professionalism, Advertising and Solicitation (6 hours, Lecture)</b></p> <ul style="list-style-type: none"> <li>A. Office Demeanor, Attitudes, Etiquette</li> <li>B. Dress for Success</li> <li>C. Communication</li> </ul> <p><b>XI. Law Office Management: Technology in the Legal Field (3 hours, Lecture)</b></p> <ul style="list-style-type: none"> <li>A. Case Management</li> <li>B. Billing/Timekeeping</li> <li>C. Research</li> </ul> <p><b>XII. Non-Traditional Paralegal Careers (3 hours, Lecture)</b></p> <ul style="list-style-type: none"> <li>A. Corporate legal department</li> <li>B. Governmental offices</li> <li>C. Court Positions</li> <li>D. Freelance</li> <li>E. Other</li> </ul> <p><b>XIII. Career and Employment Issues (3 hours, Lecture)</b></p> <ul style="list-style-type: none"> <li>A. Job Search</li> <li>B. Resume</li> <li>C. Interviews and Questions</li> </ul> |
| <b>Total Lecture Hours:</b>                                                  | 54                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Total Laboratory Hours:</b>                                               | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Total Hours:</b>                                                          | 54                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>A.2. Primary Method of Evaluation (Part 2 - all courses; choose one):</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Typical Assignment Using Primary Method of Evaluation:</b>                | <p>We have just been retained by a client who is a recent immigrant from Italy. Her English is not very fluent. She has been asked to sign a prenuptial agreement. The Barry Bonds Case has just stimulated the legislature to make new laws regarding prenuptial agreements. Give an oral presentation using presentation software prepared within 3 hours. Use research methods to locate the Bonds case and new legislation, Shepardize to find any new additions to this area of law and explain to your supervising attorney what law was "pre Bonds" and what changes have occurred. Provide your findings in a two- to four-page Interoffice Memorandum.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Critical Thinking Assignment 1:</b>                                       | <p>A two-page memorandum is based on the following hypothetical: you find out that an office mate is divulging confidential information about a client. Research the California Rules of Professional Conduct, and analyze how that problem will affect the lawyer, the client, and the paralegal. Examine possible alternatives and consequences. Be prepared to discuss your assigned situation in an oral presentation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Critical Thinking Assignment 2:</b>                                       | <p>A 10-minute oral presentation on a topic such as "privileged communication" or another instructor-approved topic, demonstrating a clear understanding of the topic using specific examples.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>Other Evaluation Methods:</b>                                                                                               | Class Performance, Homework Problems, Multiple Choice, Other Exams, Reading Reports, Term or Other Papers, True/False, Written Homework                                                                                                                                                                                                                                                                              |
| <b>Instructional Methods:</b>                                                                                                  | Discussion, Group Activities, Multimedia presentations                                                                                                                                                                                                                                                                                                                                                               |
| <b>If other:</b>                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Work Outside of Class:</b>                                                                                                  | Answer questions, Problem solving activity, Required reading, Study, Written work (such as essay/composition/report/analysis/research)                                                                                                                                                                                                                                                                               |
| <b>If Other:</b>                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Up-To-Date Representative Texts:</b>                                                                                        | Therese A. Cannon. Concise Guide to Paralegal Ethics. 48th ed. Wolters Kluwer, 2017. (Discipline Standard)<br>Cynthia Traina Donnes. Practical Law Office Management. 4th ed. Cengage Learning, 2017. (Discipline Standard)                                                                                                                                                                                          |
| <b>Alternative Texts:</b>                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Required Supplementary Readings:</b>                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Other Required Materials:</b>                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Requisite:</b>                                                                                                              | Prerequisite                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Category:</b>                                                                                                               | sequential                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Requisite course(s): List both prerequisites and corequisites in this box.</b>                                              | Law-17                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b> | <p><b>Advanced legal research skills.</b></p> <p>LAW 17 - Formulate effective legal research strategies<br/> <b>Prepare and present in written and oral formats, analysis of legal research topics.</b></p> <p>LAW 17 - Demonstrate effective legal writing skills.</p> <p>LAW 17 - Analyze and evaluate substantive and procedural law issues, particularly those of civil discovery practice and legal ethics.</p> |
| <b>Requisite Skill:</b>                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Requisite course:</b>                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b> |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Requisite Skill:</b>                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|------------------------------------------------------------|-------------------|
| <b>course objective under each skill(s). If applicable</b> |                   |
| <b>Enrollment Limitations and Category:</b>                |                   |
| <b>Enrollment Limitations Impact:</b>                      |                   |
| <b>Course Created by:</b>                                  | Marlene L. Hoover |
| <b>Date:</b>                                               | 09/01/2002        |
| <b>Original Board Approval Date:</b>                       | 11/18/2002        |
| <b>Last Reviewed and/or Revised by:</b>                    | N. McGrue         |
| <b>Date:</b>                                               | 11/13/2025        |
| <b>Last Board Approval Date:</b>                           | 01/21/2026        |
| <b>Effective Term:</b>                                     | FA 2026           |