

**Board of Trustees Agenda
Attachment
May 9, 2017**

Approved by DCCC 4/11/2017

NEW PROGRAMS

DEGREE	ACTION TAKEN	EFF DATE	JUSTIFICATION																
Paralegal Studies	<p>Bankruptcy Specialization Certificate</p> <p>The Bankruptcy Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, and decision-making, planning, scheduling, refining, and customizing legal work-product for the bankruptcy legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 12 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (12 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 204 F Family Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 205 F Probate, Wills and Trusts</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 206 F Bankruptcy Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 211 F Real Property Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Total Units</td> <td style="text-align: right;">12</td> </tr> </table>	Program Requirements (12 units)	Units	PLEG 204 F Family Law	3	PLEG 205 F Probate, Wills and Trusts	3	PLEG 206 F Bankruptcy Law and Procedure	3	PLEG 211 F Real Property Law and Procedures	3	Total Units	12	2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.				
Program Requirements (12 units)	Units																		
PLEG 204 F Family Law	3																		
PLEG 205 F Probate, Wills and Trusts	3																		
PLEG 206 F Bankruptcy Law and Procedure	3																		
PLEG 211 F Real Property Law and Procedures	3																		
Total Units	12																		
Paralegal Studies	<p>Corporate Law/Business Litigation/Workers' Comp Specialization Certificate</p> <p>The Corporate Law/Business Litigation/Workers' Comp Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for the corporate law/business litigation/workers' comp legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 15 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (15 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 208 F Workers' Compensation Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 213 F Employment and Labor Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 214 F Contract Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 219 F Intellectual Property</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BUS 240 F Legal Environment of Business</td> <td style="text-align: right;">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>BUS 240HF Honors Legal Environment of Business</td> <td style="text-align: right;">3</td> </tr> </table>	Program Requirements (15 units)	Units	PLEG 208 F Workers' Compensation Law	3	PLEG 213 F Employment and Labor Law	3	PLEG 214 F Contract Law and Procedure	3	PLEG 219 F Intellectual Property	3	BUS 240 F Legal Environment of Business	3	or		BUS 240HF Honors Legal Environment of Business	3	2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.
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PLEG 208 F Workers' Compensation Law	3																		
PLEG 213 F Employment and Labor Law	3																		
PLEG 214 F Contract Law and Procedure	3																		
PLEG 219 F Intellectual Property	3																		
BUS 240 F Legal Environment of Business	3																		
or																			
BUS 240HF Honors Legal Environment of Business	3																		

NEW PROGRAMS

DEGREE	ACTION TAKEN	EFF DATE	JUSTIFICATION														
	Total Units 15																
Paralegal Studies	<p>Criminal Law Specialization Certificate The Criminal Law Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for a particular legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 12 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (12 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 203 F Personal Injury</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 209 F Criminal Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 215 F Discovery in Electronic Age</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 226 F Constitutional Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Total Units</td> <td style="text-align: right;">12</td> </tr> </table>	Program Requirements (12 units)	Units	PLEG 203 F Personal Injury	3	PLEG 209 F Criminal Law and Procedures	3	PLEG 215 F Discovery in Electronic Age	3	PLEG 226 F Constitutional Law	3	Total Units	12	2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.		
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PLEG 203 F Personal Injury	3																
PLEG 209 F Criminal Law and Procedures	3																
PLEG 215 F Discovery in Electronic Age	3																
PLEG 226 F Constitutional Law	3																
Total Units	12																
Paralegal Studies	<p>Family Law/Estate Planning Specialization Certificate The Family Law/Estate Planning Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for the family law and estate planning legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 15 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (15 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 204 F Family Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 205 F Probate, Wills and Trusts</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 211 F Real Property Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 214 F Contract Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 220 F Elder Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Total Units</td> <td style="text-align: right;">15</td> </tr> </table>	Program Requirements (15 units)	Units	PLEG 204 F Family Law	3	PLEG 205 F Probate, Wills and Trusts	3	PLEG 211 F Real Property Law and Procedures	3	PLEG 214 F Contract Law and Procedure	3	PLEG 220 F Elder Law	3	Total Units	15	2017 Fall	New Certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.
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PLEG 214 F Contract Law and Procedure	3																
PLEG 220 F Elder Law	3																
Total Units	15																
Paralegal Studies	<p>Law School Track (1st year Prep) Specialization Certificate The Legal Studies/Pre-Law Specialization Certificate is designed to prepare students for employment in a legal environment or as a foundation for those who plan on enrolling in law school and who seek to attain a Juris Doctor degree. The focus of the coursework for this certificate is skill building in the basics of various areas of the law and the legal environment of business and will learn to identify the factual situation in which to apply that law, including analyzing facts, determining which aspects of the law are pertinent, applying the law to those facts, and drawing a conclusion. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking</p>	2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.														

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	<p>skills is stressed to prepare students for employment. Students who complete this program will have completed the course work typically taught in the first year of law school. A minimum grade of C is required in each course taken. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 15 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (15 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 203 F Personal Injury</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 209 F Criminal Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 211 F Real Property Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 214 F Contract Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BUS 245 F Business Law I</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Total Units</td> <td style="text-align: right;">15</td> </tr> </table>	Program Requirements (15 units)	Units	PLEG 203 F Personal Injury	3	PLEG 209 F Criminal Law and Procedures	3	PLEG 211 F Real Property Law and Procedures	3	PLEG 214 F Contract Law and Procedure	3	BUS 245 F Business Law I	3	Total Units	15		
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Paralegal Studies	<p>Real Estate Law Specialization Certificate The Real Estate Law Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for the real estate legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 15 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (15 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 204 F Family Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 205 F Probate, Wills and Trusts</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 211 F Real Property Law and Procedures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 214 F Contract Law and Procedure</td> <td style="text-align: right;">3</td> </tr> <tr> <td>RE 101 F Principles of Real Estate</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Total Units</td> <td style="text-align: right;">15</td> </tr> </table>	Program Requirements (15 units)	Units	PLEG 204 F Family Law	3	PLEG 205 F Probate, Wills and Trusts	3	PLEG 211 F Real Property Law and Procedures	3	PLEG 214 F Contract Law and Procedure	3	RE 101 F Principles of Real Estate	3	Total Units	15	2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.
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Paralegal Studies	<p>Transactional Law Specialization Certificate The Transactional Law Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificate is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for transactional law legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 12 units.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Program Requirements (12 units)</td> <td style="text-align: right;">Units</td> </tr> <tr> <td>PLEG 205 F Probate, Wills and Trusts</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PLEG 206 F Bankruptcy Law and Procedure</td> <td style="text-align: right;">3</td> </tr> </table>	Program Requirements (12 units)	Units	PLEG 205 F Probate, Wills and Trusts	3	PLEG 206 F Bankruptcy Law and Procedure	3	2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.								
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PLEG 205 F Probate, Wills and Trusts	3																
PLEG 206 F Bankruptcy Law and Procedure	3																

DELETED PROGRAMS

DEGREE	EFF DATE	JUSTIFICATION
Advertising and Graphic Design - Level I Certificate	2017 Fall	Program deletion. Program is being replaced with Advertising and Graphic Design which is currently at the state for approval.
Advertising and Graphic Design - Level II Certificate	2017 Fall	Program deletion. Program is being replaced with Advertising and Graphic Design which is currently at the state for approval.
Outdoor Recreation and Safety Skills Certificate	2017 Fall	Courses in this program are being deleted for lack of interest and low enrollment.

DELETED COURSES

COURSE ID	EFF DATE	JUSTIFICATION
CIS 070 F Current Computer Topics	2017 Fall	Six-Year Review. This course is no longer needed. OK TO DELETE and NO PROGRAM IMPACTS
CIS 120AF Project Management I	2017 Fall	Six-year review. Course is being deleted as it is no longer needed. NO PROGRAM IMPACTS.
MKT 090 F Current Issues in Marketing	2017 Fall	Six-Year Review. Course is no longer used and SHELL COURSES are no longer allowed. NO PROGRAM IMPACTS. OK TO DELETE.
OT 060CF Keyboarding - Speed & Accuracy	2017 Fall	Six-Year Review. Entire OT Program/Courses are being deleted. Course is no longer needed. NO PROGRAM IMPACTS
OT 074 F Saying the Right Thing: Professional Ethics and Gift Giving	2017 Fall	This entire OT program/courses is being eliminated. NO PROGRAM IMPACTS. OK TO DELETE.
RE 090 F Current Issues in Real Estate	2017 Fall	Six-Year Review. This course is being deleted as SHELL courses are no longer used. NO PROGRAM IMPACTS as the NEW RE Sales Certificate is pending state approval and this course was previously removed.