

CLASS NUMBER AND NAME:	LGN231D REAL PROPERTY
TOTAL CLOCK HOURS/UNITS:	24 Hours/2 Units
PREREQUISITES:	Completion of CMN144B-Intermediate Word and completion or concurrent enrollment in LGN130B-Business Law II.
TEXT AND MATERIALS:	<i>California Civil Litigation. 5th ed. Susan Burnett Luten, (ISBN 9781428318458 Delmar Cengage. 2009; Black's Law Dictionary. 4th Ed. Brian A. Garner. West Publishing Company. 2011 (ISBN 9780314275448)</i> Recommended: Yellow legal pads, flash cards, blue pens
CLASS DESCRIPTION:	This class focuses on the role of the legal support professional in civil litigation. The course includes practical application of civil procedure rules through hands-on lab work preparing documents and forms. Students will learn and review the practical applications of calendaring and docketing, and evidentiary requirements through the post-trial process. LGN231D focuses on the student learning and understanding real property and landlord-tenant law, and specifically reviewing and understanding the applicable rules of procedure and court rules, as well as preparing the appropriate pleadings, for an unlawful detainer action.
CLASS OBJECTIVES:	To provide students with the knowledge of basic skills and procedures specifically related to the area of civil litigation. This class is part of a progression of civil litigation courses that will prepare students to assume a position as a member of a legal support staff in a multitude of law offices and other legal environs.
REQUIREMENTS:	This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.
CLASS FORMAT OVERVIEW:	Class time will be utilized by lecture as well as individual and group projects assisted by the instructor. There is also a lab component to this class.
CLASSROOM ATTENDANCE:	It is critical to the student's success to attend class every day. The student's presence for the entire time is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the entire class session. A student must be present for 80 percent of the class, or she or he will be asked to leave the class and will receive a failing grade in the class. Please refer to the attendance policy signed at the beginning of LGN231A.
TESTING:	There will be a quiz every week. The quizzes will include a legal terminology component.

GRADING POLICIES:

Students will be evaluated as follows:

Assignments

Each assignment has a value of 50 to 100 points. Please see grading rubric. The student will turn in first and final drafts of the assignments, on deadlines assigned by the instructor. The deadlines are final. No late homework assignments will be accepted by the instructor.

Legal Folders

Students are also required to submit a folder of projects completed in proper format with an index and tabs of all legal pleadings. This folder is worth 50 points.

Quizzes

Quizzes consist of 25 questions - 15 legal terminology and 10 multiple-choice, true/false, fill-in, worth 2 points each for a total of 50 points.

No make-ups for quizzes are allowed.

Class Assignments, Quizzes, and Folders

Grading Policy:

Weighting of grades is as follows:

100% Assignments, homework and final

Combined grades from attendance, class participation, quizzes, as applicable, will be graded on the following scale:

100 - 90% A
89 - 80% B
79 - 70% C
69 - 60% D
Below 60% F

FINAL GRADE:

The final grade will be an average of the scores of all the above work including quizzes, folders, assignments, and attendance/class participation/professionalism.

ANTICIPATED LEARNING OUTCOMES:

Upon completion of this course the student will be able to:

1. Prepare civil case management, discovery, and settlement documents in accordance with California Superior Court Local Rules regarding civil litigation and landlord-tenant law. The real property section of this class will focus on preparing an unlawful detainer action.
2. Calendar documents to meet court deadlines in accordance with the Trial Court Delay Reduction Act of the State of California;
3. Understand and correctly utilize legal terminology pertaining to civil litigation and real property;

4. Learn document formatting requirements as set forth in Code of Civil Procedure, California Rules of Court, and Sonoma Superior Court Local Rules to allow independent pleading preparation. LG231C will focus on law and motion, case management, and trial work. LG231D will focus on real property and landlord-tenant substantive and procedural law;
5. Understand the legal ethical principles that guide a law office administrator, a paralegal, and a legal secretary based on the Model Rules of Professional Conduct of the American Bar Association;
6. Understand filing systems as they relate to a law office;
7. Understand the importance of effective proofreading and editing and put this into practice.

Real Property LG231D

Course Schedule (Part 2)

(Weeks 1 – 3 are Part 1, Weeks 4 – 6 are Part 2)

Four	<p>Real Property – Landlord/Tenant Law</p> <p><u>Read</u> Handouts</p> <p><u>Assignments*</u></p> <ol style="list-style-type: none"> 1) Your assignment for weeks four and five is to prepare an Unlawful Detainer in the <i>Crane v. Bundy</i> case. Each tab is worth 50 points. (Drafts due _____, each assignment is worth 50 points) 2) An Exercise in Issue Spotting (handout) (No draft will be accepted. Final due on _____, 100 points)
Five and Six	<p>Real Property – Landlord/Tenant Law</p> <p><u>Read</u> Handouts</p> <p>Prepare <u>flashcards</u> for legal terminology for review and study for the test (review all of your flashcards for the final)</p> <p><u>Take notes</u> during lecture in order to review and study for the final (review all of your notes for the final)</p> <p><u>Assignments*</u></p> <ol style="list-style-type: none"> 1) Continuation of week four tabs. Each tab is worth 50 points. Final drafts of all tabs must be turned in on or before _____. 2) Judge for a Day (No draft will be accepted. Final Due on _____, 100 points) 3) Folder for Unlawful Detainer, due _____ (the folder is worth 100 points). <p><u>Final</u> The final will cover all material covered in LGN231c and LGN231D.</p>

* Your draft will not be entered into the grade book. Only your final draft will be entered into the grade book. It is up to you to make sure that your final draft is turned in by the deadline.

The instructor reserves the right to make changes to this outline at his or her discretion and as warranted by, for example, opportunities for field trips, guest speakers, changes in the law, etc. The class objectives will be met regardless of deviation from this outline.

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