

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

_____ Transfer course _____ A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: PLS 50 CLA Exam Preparation

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS:

Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE:

COREQUISITE:

RECOMMENDED PREPARATION: Completion of Paralegal Studies Program or seven years experience as a paralegal.

SCOPE OF COURSE: An intensive review of substantive and procedural areas of the law to prepare for the Certified Legal Assistant (CLA) examination offered by the National Association of Legal Assistants. Successful completion of this examination certifies competence in the paralegal field, and has been adopted by California as the qualifying standard for paralegals seeking advanced certification in specialty areas of practice.

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. prepare in-depth outlines and analyses of substantive law chosen by the student in preparation of the exam;
2. demonstrate knowledge of the use of state and federal codes, statutes and digests, case reports, and various tools used in legal research;
3. define legal terminology and procedures used in general practice, including Latin phrases;
4. review ethical codes, and demonstrate knowledge of the American Bar Association Rules of Professional Conduct, and the National Association of Legal Assistants Code of Ethics and Professional Responsibility;
5. review communication skills to include writing, word usage, punctuation, grammar, and rules of composition;

6. apply a considerable amount of time in further preparation outside of the classroom with advisement and special assignments by the instructor, i.e. Library, computer, etc.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- A. Communications
- B. Legal Terminology Judgment and Analytical Ability
- C. Legal Research
- D. General Law, The American Legal System
- E. Ethics, Human Relations and Interviewing
- F. Litigation, Criminal Law, Administrative Law
- G. Contracts, Bankruptcy Real Estate
- H. Probate, Estate Planning, Business Organizations
- I. Mock Examination

REQUIRED AND SUGGESTED READING:

National Association of Legal Assistants. CLA Review Manual. United States: Thomson Learning. 1995.

National Association of Legal Assistants. CLA Study Guide and Mock Examination 2nd edition. United States: Thomson Learning. 2000.

SUGGESTED READING: None

REQUIRED WRITING: None

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Final grades will be on a credit/no credit basis. Students will be expected to attend all classes and complete all assignments to receive credit. This is an intensive review of all course work in the PLS major.

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ___ No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Angelo Corpora, ext. 2501

SIGNATURES:

SIGNATURES ON FILE

*I certify that this course meets all the minimum requirements for A.A. degree applicable courses.

Course outlines of record should be reviewed regularly and revised as necessary.