

COLLEGEWIDE COURSE OUTLINE OF RECORD

PARA 279, THE CERTIFIED LEGAL ASSISTANT EXAM PREPARATION COURSE (CAPSTONE COURSE)

COURSE TITLE: The Certified Legal Assistant Exam Preparation Course
(Capstone Course)

COURSE NUMBER: PARA 279

PREREQUISITES: PARA 101 Introduction to Paralegal Studies.

SCHOOL: Public and Social Services

PROGRAM: Paralegal Studies

CREDIT HOURS: 2

CONTACT HOURS: Lecture: 2

DATE OF LAST REVISION: Fall, 2013

EFFECTIVE DATE OF THIS REVISION: Fall, 2014

CATALOG DESCRIPTION: This course was designed to prepare students for the Certified Legal Assistant's Exam (CLA), by the National Association of Legal Assistant (NALA). The purpose to allow students the opportunity to become certified after obtaining their A.A.S. or A.S. in Paralegal Studies. This course will help sharpen test-taking skills and hone in on various areas of law that are tested.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Explain the steps necessary to prepare for the CLA Exam.
2. Express communication rules and techniques.
3. Discuss legal ethics, as well as the ABA's Model Rule of Professional Conduct and NALA's Code of Ethics and Professional Responsibility .
4. Examine the skill of logical reasoning and judgment abilities.
5. Demonstrate legal research skills.
6. Identify professionalism in human relations and interviewing techniques.
7. Describe generally the American legal structure and legal principles of the legal system.
8. Demonstrate competence in the following substantive areas of law:
 - a. Administrative Law
 - b. Bankruptcy
 - c. Contract
 - d. Business Organizations
 - e. Criminal Law
 - f. Family Law
 - g. Litigation
 - h. Probate and Estate Planning
 - i. Real Estate
9. Practice through assessment examinations.

COURSE CONTENT: Topical areas of study include –

Communication rules and techniques

Legal Ethics

Logical reasoning

American legal structure

Assessment examinations

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