

College of the Canyons

Course Outline of Record Report

10/05/2022

NC.PLGL001 : Test Preparation for Certified Paralegal Exam: Knowledge Section

General Information

Author:	<ul style="list-style-type: none"> Lori Young Faudree, Nicole Rieck, Garrett
Course Code (CB01) :	NC.PLGL001
Course Title (CB02) :	Test Preparation for Certified Paralegal Exam: Knowledge Section
Department:	Noncredit/Continuing Education
Proposal Start:	Spring 2023
TOP Code (CB03) :	No value
Additional CIP Codes:	No value
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	No value
Curriculum Committee Approval Date:	09/29/2022
Board of Trustees Approval Date:	Pending
External Review Approval Date:	Pending
Course Description:	Prepares students to take the Knowledge section of the Certified Paralegal Exam administered through the National Association of Legal Assistants (NALA), The Paralegal Association. Covers the United States legal system, civil litigation, contracts, corporate and commercial law, criminal law and procedure, torts, property and estate law, and ethics. Develops a study plan and utilizes practice exam questions.
Submission Rationale:	New Course
Author:	No value

Faculty Requirements

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none"> Vocational (short-term): Non-Credit
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grade Options
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Course is not a basic skills course.	Course is not a special class.	<ul style="list-style-type: none">• Pass/No Pass• Satisfactory Progress
<input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Allowed Number of Retakes 10	Course Prior To College Level (CB21) Not applicable.
Rationale For Credit By Exam/Challenge No value	Retake Policy Description Retakes allowed.	<input type="checkbox"/> Allow Students To Audit Course

Associated Programs

☒ Course is part of a program (CB24)

Associated Program	Award Type	Active
Certified Paralegal Exam Test Preparation Certificate of Completion (In Development)	Certificate of Completion (Noncredit)	Spring 2023

Transferability & Gen. Ed. Options

Transferability (CB05)	Transferability Status
No value	Pending

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	20 - 24
Total Course Out-of-Class Hours	20 - 24
Total Student Learning Hours	40 - 48
Faculty Load	0

Credit / Non-Credit Options

Course Credit Status (CB04)	Course Non Credit Category (CB22)	Non-Credit Characteristic
Non-Credit	Workforce Preparation.	No Value

Course Classification Code (CB11)

Workforce Preparation Enhanced Funding.

☒ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

☐

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	20 - 24
Laboratory	0
Activity	0
Total	20 - 24
Course Out-of-Class Hours	
Lecture	20 - 24
Laboratory	0
Activity	0
Total	20 - 24

Time Commitment Notes for Students

The class will have 20 - 24 instructional hours and 20 - 24 outside of class hours. To accelerate the learning of the required course competencies, students are encouraged to dedicate at least one hour of outside-of-class time for every one hour of instructional time to complete: Readings, Study guides, Worksheets and other assignments as outlined in the COR, and other supplemental materials provided by the instructor.

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours - Weekly Specialty Hours			
Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entrance Skills

Entrance Skills	Description
No value	No value

Limitations on Enrollment

Limitations on Enrollment	Description
Recommended class size: 35	No Value

Specifications

Methods of Instruction

Methods of Instruction	Lecture
Rationale	Discussions, in-class writings, case studies, and collaborative group work.

Assignments

Text Readings:

Textbook readings and the Certified Paralegal Program Handbook by NALA.

Written Assignments:

The "Certified Paralegal Program Handbook" provides valuable information regarding the exam, including the application process, policies, and exam specification and format for the Knowledge exam. Review the handbook and then write a paragraph each about three (3) items you learned from the handbook.

Link to Certified Paralegal Program Handbook, 55 pages:

<https://www.nala.org/sites/default/files/files/users/2021%20CP%20Program%20Handbook.pdf>

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Other Assignments:

Create a practice test bank by preparing two True/False and two multiple choice questions with analysis as to which answers are correct and why for each of the knowledge portion sections, i.e., U.S. legal system, civil litigation, contracts, corporate/commercial law, criminal law and procedures, estate planning and probate, real estate and property, torts, and professional and ethical responsibility. These questions will become a unique collaborative study guide for students in the class preparing to take the NALA Certified Paralegal exam. (Signature assignment.)

Methods of Evaluation	Rationale
No value	

Equipment

None

Textbooks				
Author	Title	Publisher	Date	ISBN
Editor: Leslie Metzger	Certified Paralegal Exam Fundamentals	National Association of Legal Assistants, Inc. (NALA)	2021	978-0-578-45486-3
Virginia Koerselman Newman	The Complete Paralegal Certification Handbook	Cengage	2020	978-1-337-79887-7
Other Instructional Materials				
No Value				
Materials Fee				
No value				

Learning Outcomes and Objectives
Course Objectives
1. Develop a study plan to prepare for the Knowledge section of NALA Certified Paralegal Exam.
2. Explain the United States legal system with a focus on sources of law, the judicial system, remedies, and administrative law.
3. Explain the stages of litigation, jurisdiction, and the specific rules that govern the litigation process.
4. Identify the elements of an enforceable contract and the purpose of the Uniform Commercial Code (UCC).
5. Define the different types of business organizations and commercial transactions that can take place.
6. Differentiate between a “public wrong” (criminal law) and a “private wrong” (tort law).
7. Describe the various types of property, ownership, and estate plan documents.

8. Identify and analyze ethical issues related to the legal profession.

CSLOs

Name	Expected SLO Performance
Apply concepts to specific legal topics in the Knowledge section of NALA Certified Paralegal Exam.	70.0

Outline

Course Outline

1. Study Plan (Obj 1)
 - a. Overview of Certified Paralegal exam
 - b. Study plan
 - c. General test-taking strategies
 - d. Test-taking anxiety and stress management
2. United States Legal System (Obj 2)
 - a. Sources of Law
 - b. Judicial System
 - c. Remedies
 - d. Administrative Law
 - e. Practice Test Questions
3. Civil Litigation (Obj 3)
 - a. Jurisdiction
 - i. Federal vs. State
 - ii. Original Jurisdiction
 - iii. Rules regarding Diversity
 - b. Federal Rules of Civil Procedure
 - i. Calculation of Time
 - ii. Discovery
 - iii. Motions
 - c. Practice Test Questions
4. Contracts (Obj 4)
 - a. Formation, Rights, and Duties
 - b. Uniform Commercial Code (UCC)
 - c. Enforcement and Defenses
 - d. Practice Test Questions
5. Corporate and Commercial Law (Obj 5)
 - a. Business Organizations
 - b. Rights and Responsibilities
 - c. Transactions
 - d. Practice Test Questions
6. Criminal Law and Torts (Obj 6)
 - a. Criminal Law ("Public Wrong")
 - i. Misdemeanor
 - ii. Felony
 - iii. Capital Offense
 - b. Criminal Procedure
 - c. Torts ("Private Wrong")
 - i. Intentional Torts
 - ii. Negligence
 - iii. Strict Liability
 - d. Practice Test Questions
7. Property and Estate Law (Obj 7)
 - a. Property Rights and Ownership
 - b. Transactions

- c. Estates and Trusts
 - d. Wills
 - e. Probate
 - f. Practice Test Questions
8. Professional and Ethical Responsibility (Obj 8)
- a. American Bar Asso. (ABA) Model Rules of Prof. Conduct
 - b. Unauthorized Practice of Law
 - c. Practice Test Questions

DLA

A. Mode(s) of distance education (DE) delivery (check all that apply):

Fully Online Asynchronous (FOA) - Online

B. Title 5 Section 55200: "Distance education" means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously. Technologies that may be used to offer distance education include: (1)The internet; (2)One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3)Audio conference; or (4)Other media used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this subdivision. The definition of "distance education" does not include correspondence courses. C. Courses delivered through distance education modalities will use the district's adopted learning management system (LMS) for authentication of students. Courses delivered via distance education will cover the content and learning objectives for the number of student contact hours listed the Course Outline of Record. D. Courses delivered through distance education modalities will maintain regular and substantive interaction between instructor and students and amongst students. Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion including: a. Providing direct instruction; b. Discussing or providing feedback on a student's coursework; c. Explaining information or responding to questions about the content of a course or competency; d. Other instructional activities approved by the institution's or program's accrediting agency. e. Facilitating a group discussion, or other group assignment, regarding the content of a course or competency. A sample discussion prompt for this course is:

Post an initial response to the Discussion Board, approximately 100 - 200 words. Then post a response to at least two of your classmates' responses, approximately 50 - 100 words for each post. The purpose of the Discussion Board is to collaborate, promote thought, and generate discussion. This is a scored exercise.

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E. All distance education course materials will be accessible to students with disabilities (Requirements of the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d). This will include but not be limited to use of properly captioned video, video transcripts, alternative text for images, and formatting of materials consistent with text-reading software. G. Disclosures regarding technology or application requirements unique to this course will be included in the schedule of classes. Provide at least one example of how student learning will be assessed, or evaluated, in this course:

Create a practice test bank by preparing two True/False and two multiple choice questions with feedback on answers for each of the knowledge portion sections, i.e., U.S. legal system, civil litigation, contracts, corporate/commercial law, criminal law and procedures, estate planning and probate, real estate and property, torts, and professional and ethical responsibility. These questions will become a unique collaborative study guide for students in the class preparing to take the NALA Certified Paralegal exam.

This course can also be offered in the Fully Online Synchronous (FOS), Fully Online Combination (FOC), Partially Online Asynchronous (POA), and Partially Online Synchronous (POS) modalities.