

College of the Canyons
Course Outline of Record Report
 10/05/2022

NC.PLGL002 : Test Preparation for Certified Paralegal Exam: Skills Section

General Information

Author:	<ul style="list-style-type: none"> Lori Young Faudree, Nicole Rieck, Garrett
Course Code (CB01) :	NC.PLGL002
Course Title (CB02) :	Test Preparation for Certified Paralegal Exam: Skills 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 Skills section of the Certified Paralegal Exam administered through the National Association of Legal Assistants (NALA), The Paralegal Association. Covers writing and critical thinking, including grammar, spelling, punctuation, clarity of expression, reading and comprehension, analysis of information, and decision making. Sample exam questions will be based on a hypothetical case, and students will be expected to analyze relevant legal material as well as demonstrate strong writing skills.
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) No value	Transferability Status Pending
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Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	16 - 20
Total Course Out-of-Class Hours	16 - 20
Total Student Learning Hours	32 - 40
Faculty Load	0

Credit / Non-Credit Options

Course Credit Status (CB04) Non-Credit	Course Non Credit Category (CB22) Workforce Preparation.	Non-Credit Characteristic No Value
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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	16 - 20
Laboratory	0
Activity	0
Total	16 - 20
Course Out-of-Class Hours	
Lecture	16 - 20
Laboratory	0
Activity	0
Total	16 - 20

Time Commitment Notes for Students

This class will have 16 - 20 instructional hours and 16 - 20 out-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	No value

Assignments

Text Readings:

Textbook readings and the Certified Paralegal Program Handbook by NALA.

Written Assignments:

After reviewing a hypothetical case scenario, prepare a well-composed writing to the attorney including the following: facts/issue(s), relevant legal authority, discussion/analysis, and conclusion. (Signature assignment)

Other Assignments:

The "Certified Paralegal Program Handbook" provides valuable information regarding the exam, including the application process, policies, and exam specification and format for the Skills exam. Review the handbook. Describe 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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Methods of Evaluation	Rationale
Exams/Tests/Quizzes	No value
Problem Solving	No value
Written Assignments	critiques, in-class writings, case studies, and collaborative work.

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. Demonstrate proper grammar, punctuation, and spelling in a legal writing.	
2. Develop a clear, readable writing style demonstrating clarity of expression in a legal writing.	
3. Compose a writing based on comprehension of a scenario through analysis of key facts and legal authorities to determine a reasonable outcome.	
4. Prepare a brief answer and conclusion to the identified legal issue.	
5. Draft paragraph(s) using IRAC (Issue, Rule, Analysis, Conclusion) format.	
CSLOs	
Name	Expected SLO Performance
Apply writing and critical thinking skills for the Skills section of NALA Certified Paralegal Exam.	70.0

Outline

Course Outline

1. Grammar, Spelling, and Punctuation in a Legal Writing (Obj 1)
 - a. Parts of Speech
 - b. Misspelled and Misused Words
 - c. Punctuation
 - i. Periods and Commas
 - ii. Semicolons and Colons
 - iii. Apostrophes
 - iv. Quotation Marks
 - d. Practice Test Questions
2. Clarity of Expression (Obj 2)
 - a. Types of Communication in the Legal Profession
 - b. Steps to Improve Clarity
 - c. Words and Phrases Associated with Clarity
 - d. Your Audience
3. Reading and Comprehension (Obj 3)
 - a. Fact Finding
 - b. Legal Authority
4. Analysis of Information (Obj 3, 4, 5)
 - a. Legal Authority Assessment
 - b. Legal Issues
 - c. Legal Outcomes and Conclusions
5. Decision Making (Obj 3, 4, 5)
 - a. Forms of Analytical Reasoning
 - b. Steps to the Decision-Making Process
 - c. Ethical Considerations
6. Skills Exam Practice (Obj 1, 2, 3, 4, 5)

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.

The "Certified Paralegal Program Handbook" provides valuable information regarding the exam, including the application process, policies, and exam specification, and format for the Skills exam. Review the handbook. Describe three (3) items you learned from the handbook.

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

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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:

After reviewing a hypothetical case scenario, prepare a well-composed writing to the attorney including the following: facts/issue(s), relevant legal authority, discussion/analysis, and conclusion.

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.