

## Collin College Syllabus

### Division of Business, Information, and Engineering Technologies

Course Number: LGLA 2239

Course Title: CERTIFIED LEGAL ASSISTANT REVIEW

Course Description: This course provides a review of the mandatory and optional topics covered in the Certified Legal Assistant Examination administered by the National Association of Legal Assistants.

Course Credit Hours: 2

Lecture Hours: 2

College Repeat Policy: A student may repeat this course only once after receiving a grade, including "W".

Student Learning Outcomes:

#### **1.0 DEMONSTRATE COMPETENCY IN CRITICAL THINKING SKILLS.**

- 1.1 Analyze a problem by identifying and evaluating alternative solutions.
- 1.2 Logically formulate and evaluate solutions to problems and arguments in support of specific positions.
- 1.3 Apply recognized legal authority to a specific factual situation.
- 1.4 Recognize when and why varied fact situations make it appropriate to apply exceptions to general legal rules.
- 1.5 Identify factual omissions and inconsistencies.

#### **2.0 DEMONSTRATE COMPETENCY IN UNDERSTANDING THE ORGANIZATION AND OPERATION OF THE LEGAL SYSTEM.**

- 2.1 Identify the major functions the law serves in modern society.
- 2.2 Recognize how common law traditions are reflected in today's legal system.
- 2.3 Recognize the difference between substantive and procedural law.
- 2.4 Recognize the difference between civil and criminal law.

2.5 Identify the general structure of the Texas legal system.

### **3.0 DEMONSTRATE COMPETENCY IN UNDERSTANDING THE PARALEGAL PROFESSION AND ETHICAL OBLIGATIONS.**

3.1 Articulate the types of duties legal assistants perform when working in family law.

3.2 Understand the ethical responsibilities affecting legal assistants and lawyers.

3.3 Understand the nature of the supervision that must be present in order to avoid situations that constitute the unauthorized practice of law.

#### Attendance Policy:

See the current Collin Registration Guide for the last day to withdraw.

Religious Holy Days: Please refer to the current Collin Student Handbook.

ADA Statement: It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

Academic Ethics: The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one (1) or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

**Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure

academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.