MIDLAND COLLEGE
SYLLABUS
2014-2015
LGLA 2239
Certified Legal Assistant Review
2 semester credit hours (2 hours lecture, 0 lab)

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. The student will demonstrate knowledge of the subject matter areas covered in this national examination for certification.

Text, References & Supplies
Koerselman, Certified Paralegal Review Manual, 3rd Edition

Participation Policy:
Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

Course Goals
Upon successful completion of the course, the student will accomplish the following:

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Purpose</th>
<th>Chapters or Projects</th>
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<tr>
<td>Understand the concepts of professional ethics.</td>
<td>To practice skills in a competent and ethical manner.</td>
<td>Model Rules of Professional Conduct and Code of Ethics.</td>
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<td>Review legal terminology</td>
<td>To have familiarity with different areas of law.</td>
<td>Throughout course Ch.1</td>
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<td>Review grammar, punctuation and essential composition rules.</td>
<td>To be able to enhance communication skills.</td>
<td>Ch. 1</td>
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<td>Review the procedures for civil litigation, including jurisdiction, venue, pleadings and discovery.</td>
<td>To help clients whose problems may have to be resolved in court.</td>
<td>Ch.15</td>
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Identify, describe and explain crimes against persons and property, defenses to crimes, statutes of limitations, criminal trial procedures and punishment. To understand the concepts of criminal law because you may be working in a criminal law office or prosecutor’s office. Ch. 12

Identify, describe and explain the basic elements of contracts. Distinguish between valid and invalid contracts. To understand the elements of contracts, the basis of most business law disputes. Ch. 11

Identify, describe and explain types of marriages. Describe and explain the dissolution of marriages and areas of concern such as child support, custody and visitation, and property division. Distinguish between community and separate property. To become familiar with family law concepts. To enhance ability to prepare family law documents. Ch. 14

Student Contributions And Class Policies

Students will be expected to exhibit professional behavior during class and are expected to attend class. If it becomes necessary for a student to miss a scheduled class time, it will be the student’s responsibility to contact the instructor during scheduled office hours in order to receive missed assignments.

Evaluation

The course evaluation is totally based on attendance and student participation. Each class and student participation in it is worth 12.5% of the final grade. Exams will be given every week as a take home exercise and then reviewed the during following class as a group. We will have numerous guest speakers and attendance is extremely important.

Course Schedule Instructor Information:
Office: 142B TC
Office Hours: See attachment
Office Phone: 432-685-4791
E-mail: ERainey@midland.edu
Division Chair: Doug Johnson
Division Secretary: Adelle Dowling
Division Office: 154MHAB/176MHAB
Division Telephone: 432-685-6830