

Course Syllabus

Department : Legal Assistant
Course Title : CLA Review
Section Name : LGLA 2239
Start Date : 01/17/2012
End Date : 05/04/2012
Modality : FACE-TO-FACE
Credits : 2 hours

Instructor Information

Name : Kayla Zeigenbein
OC Email : kzeigenbein@odessa.edu
OC Phone # : (432) 335-6485

Office Hours for Spring 2012

Monday – 8:00 – 8:30; 10:00 – 11:30
Tuesday -9:00 - 12:00
Wednesday – 8:00 – 8:30; 10:00 – 11:30
Thursday – 9:00 - 12:00
Friday by appointment only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or your may contact instructor during office hours. Tutoring is available through the LRC.

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.

Prerequisites/Corequisites

None
[Scans](#)

N/A

Course Objectives

1. Understanding the paralegal role in the legal process.
2. Understanding of the ethics of the legal profession.
3. Defining key vocabulary terms in the legal profession.
4. After completion of the course the student should be prepared to sit for and successfully complete the CLA exam and obtain national certification.

Required Readings/Materials

Certified Paralegal Review Manual, 3rd Edition, Newman, Delmar Cengage Learning

CLA Study Guide and Mock Examination, 4th Edition, NALA, Delmar Cengage Learning

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignments	Description
1/23	Class Orientation & Guest Speaker	
1/30	Chapter 1 and 2 Week One – Communications Mock Exam	Communications & Interviewing
2/6	Chapter 4 Week Two – Judgment and Analytical Ability Mock Exam	Judgment & Analytical Ability
2/13	Chapter 5 Week Three – Legal Research Mock Exam	Legal Research
2/20	Chapter 7 Week Four – General Law, The American Legal System Mock Exam	General Law
2/27	Chapter 3 Week Five – Ethics Mock Exam	Ethics
3/5	Chapter 15, 12, 8 Week Six – Litigation, Criminal Law and Administrative Law Mock Exam	Litigation, Criminal Law and Administrative Law
3/12	SPRING BREAK	
3/19	Chapter 15, 12, 8 Complete Week Six Mock Exam	Litigation, Criminal Law and Administrative Law
3/26	Chapter 11, 9, 16, 14 Week Seven – Contracts, Bankruptcy, Real Estate and Family Law Mock Exam	Contracts, Bankruptcy, Real Estate and Family Law

4/2	Chapter 11, 9, 16, 14 Complete Week Seven Mock Exam	Contracts, Bankruptcy, Real Estate and Family Law
4/9	Chapter 13 & 10 Week Eight – Probate, Estate Planning and Business Organizations Mock Exam	Estate Planning and Business Organizations
4/16	Chapter 6 Legal Terminology (Self-test)	Legal Terminology
4/23	CLA Mock Exam Review	Pick out substantive law parts for CLA Mock Exam
4/30	CLA Mock Exam – Communications, Ethics, Judgment and Analytical Ability	First part of Mock Exam
5/7	CLA Mock Exam – Legal Research, Substantive Law (General Law + 4 subtests chosen by student)	Second part of CLA Mock Exam

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted.

Quizzes – 50%

Final Exam

Communications – 10%

Ethics – 10%

Judgment and Analytical Ability – 10%

Legal Research – 10%

Substantive Law (general law plus 4 selected subtests) – 10%

Final Grades of 70-100 will = A

Final Grades of 60-69 will = B

Final Grades of 50-59 will = C

Final Grades of 40-49 will = D

You must be present and on time to each class. At the end of each class there will be a timed quiz given on the chapters assigned on the Syllabus for that week. I will grade the quizzes and hand them back the next week. At the beginning of the class we will review and correct the quiz. You will not be allowed to make up these tests if you are absent for class.

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**