

LEX 287 CLA Review Seminar

COURSE DESCRIPTION:

Prerequisites: LEX 210 Corequisites:
None

This course is designed to prepare students for voluntary certification sponsored by the National Association of Legal Assistants to demonstrate significant competence in Para legalism. Topics include communications, ethics, human relations, interviewing techniques, judgment and analytical analysis, legal research, legal terminology, general law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are prepared to take the NALA's Certified Legal Assistant Exam.
Course Hours Per Week: Class, 2. Semester Hours Credit, 2.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Demonstrate significant competence in the paralegal profession, such as US legal system, civil litigation, contacts, corporate/commercial law, criminal law and procedure, estate planning and probate, real estate and property, torts, debtor/creditor, and bankruptcy
2. Demonstrate an understanding of the rules of professional and ethical responsibility
3. Communicate both orally and in writing critical thinking skills that expresses logical reasoning and legal support for one's conclusions.

OUTLINE OF INSTRUCTION:

- I. United States Legal System
 - A. Sources of Law
 - B. Judicial System
 - C. Remedies
 - D. Administrative Law
- II. Civil Litigation
 - A. Jurisdiction
 - B. Federal Rules of Civil Procedure and Evidence
 - C. Alternative Dispute Resolution
- III. Contracts
 - A. Formation, Rights, and Duties
 - B. Enforcement and Defenses
- IV. Corporate/Commercial Law
 - A. Business Organizations
 - B. Rights and Responsibilities
- V. Criminal Law and Procedure
- VI. Estate Planning and Probate
 - A. Estates, Trusts, and Wills
- VII. Real Estate and Property
 - A. Property Rights, Ownership, and Transactions
- VIII. Torts

- A. Negligence and Strict Liability
- IX. Professional and Ethical Responsibility
 - A. American Bar Association (ABA) Model Rules of Conduct
 - B. Unauthorized Practice of Law
- X. Debtor/Creditor and Bankruptcy
- XI. Legal Writing
 - A. Composition
 - B. Mechanic
- XII. Critical Thinking
 - A. Identification of Relevant Facts
 - B. Issue Spotting
 - C. Analysis of Facts and Rules
 - D. Drawing Conclusions

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.