

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**CLA REVIEW
LAW 2900**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Date Revised: Fall 2011

Catalog Course Description:

Comprehensive review of legal ethics, interviewing, legal analysis, terminology, legal research, and substantive areas of law, including litigation, contracts, corporations, bankruptcy, administrative law, criminal law, real estate and probate. Recommended for students taking national CLA examination.

Entry Level Standards:

College-level competencies in logic, reading, and English are required.

Prerequisites:

Department approval

Co-requisites:

None

Textbook(s) and Other Course Materials:

Koerselman, Virginia, *CLA Review Manual: A Practical Guide to CLA Exam Preparation*, 2d., (West Publishing, 1998)

NALA, Inc., *CLA/CP Study Guide and*

I. Week/Unit/Topic Basis:

| Week | Chapter | Topic |
|-------------|----------------|---|
| 1 | Chapters 1 & 2 | Introduction (1.0 hour); Legal Terminology (1.0 hour); Communications (1.0 hour) |
| 2 | Chapters 2 & 3 | Communications (1.5 hours); Ethics (1.5 hour) |
| 3 | Chapter 4 | Judgment and Analytical Ability (3.0 hours) |
| 4 | Chapter 5 | Legal Research (3.0 hours) |
| 5 | Chapter 6 | Human Relations (1.5 hours); Interviewing (1.5 hours) |
| 6 | Chapter 7 | General Law (3.0 hours) |
| 7-13 | Chapters 8-16 | General coverage of remaining chapters with special emphasis on the substantive law topics selected by the examinees (21.0 hours) |

14 → General Review (3.0 hours)

15 → Final Examination

II. Course Goals*:

The course will:

- A. Prepare students to take the Certified Paralegal Examination by reviewing the codes of ethics. I, III, V
- B. Confirm that students have developed a professional attitude toward legal assistant training and employment. I, II, III, IV
- C. Illustrate the nature of the role and responsibilities of legal assistants within the American legal system. I, II, III, IV, V
- D. Enhance students' appreciation of the purposes, expectations, and benefits of paralegal certification. I, II
- E. Expand students' analytical ability, judgment in solving problems, and understanding of the basic concepts of primary legal topics. I, II, III
- F. Expand the students' use of legal terminology fluently. I, II, III, IV, V

*Roman numerals after course objectives reference goals of the Paralegal program (Career Program Goals and General Education Goals are listed http://www.pstcc.edu/departments/curriculum_and_instruction/syllabi/)

III. Expected Student Learning Outcomes*:

Students will be able to:

- 1. Recognize and avoid acts that constitute the unauthorized practice of law. (A)
- 2. Recognize and avoid acts that constitute the breach of client confidentiality. (A)
- 3. Recognize potential and actual conflict of interest situations. (A)
- 4. Explain how law firms organize and structure their businesses. (B, C, D)
- 5. Identify by proper name the federal and state courts having civil and criminal jurisdiction. (B, E)
- 6. Discuss the paralegal's role in various legal environments in the United States. (A, C, D)
- 7. Identify the elements of an enforceable contract. (B, F)
- 8. Understand how when and why to complete and file UCC forms. (B,C,D)
- 9. Determine damages for breach of contract. (A, D)
- 10. Determine when a contract must be in writing to be enforceable. (A, D)
- 11. Determine the priority of claims to a debtor's collateral which is subject to perfect or unperfected security interests. (B, C, D)
- 12. Recognize and understand the creation and enforcement of sales warranties. (A, C, D)

13. Understand the scope of Article 2 of the U. C. C. (B, F)
14. Identify the forms of property ownership. (B, F)
15. Differentiate between a sole proprietorship, a partnership and a corporation. (B, F)
16. Explain how a security interest in property is acquired. (B, F)
17. Describe how to draft pleadings in conformity with rules of civil procedure. (B, C, D, E, F)
18. Explain the general requirements for all motions. (B, C, F)
19. Explain when a motion for summary judgment is appropriate and describe what must be included in a motion for summary judgment. (C, F)
20. Explain the purpose of a motion for judgment on the pleadings. (C, F)
21. Identify the discovery devices available to obtain facts. (C, (C, F, H)
22. Describe how computers may be used for litigation support. (B, C)
23. Explain how a civil case moves through the process. (C, F)
24. Discuss when and how to gather documents that may be used as evidence. (A C, F),
25. Discuss prefiling requirements to be considered in civil cases. (C, F)
26. Describe how to conduct a title search. (B, D, F)
27. Describe how to prepare for and conduct a real estate closing. (C, D,F)
28. Recognize and explain the function and purpose of wills. (B, F)
29. Identify the proper court that supervises the administration and distribution of a decedent's estate. (B, E)
30. Recognize, understand and use the basic terms associated with testacy and intestacy. (B,C,D,E,F)
31. Recognize the formal requirements for a valid will. (B)
32. Demonstrate a complete and thorough understanding of the paralegal's role in administrative proceedings. (B,C,E)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures:

Students are evaluated primarily on the basis of tests.

B. Laboratory Expectations:

None

C. Field Work:

None

D. Other Evaluation Methods:

Class participation, group work, and homework will also comprise the final grade for the course. The instructor will provide full details the first week of class via a syllabus supplement.

E. Grading Scale:

- A 93-100
- B+ 88- 92
- B 83- 87
- C+ 78- 82
- C 73- 77
- D 65- 72
- F 64 and below

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of the Learning Division, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of the Learning Division.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated

should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at www.pstcc.edu/departments/swd/.

D. Other Policies: