# COLLIN COLLEGE

# COURSE SYLLABUS

## Course Information

**Course Number:** LGLA 2339

**Course Title:** Certified Paralegal Exam Review

**Course Description:** A review of the mandatory and optional topics covered in the Certified Paralegal Examination administered by the National Association of Legal Assistants.

**Course Credit Hours:** 3
Lecture Hours: 3
Lab Hours: 0

**Prerequisites:** LGLA 1305, LGLA 1342

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to assess the knowledge acquired in the subject matter areas covered in the Certified Paralegal Examination. (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F15, F16, C1, C11, C12, C13)

**Secretary's Commission on the Acquisition of Necessary Skills (SCANS) -** SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at:
http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook.*

**Americans with Disabilities Act Statement:** Collin 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-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.