

Cerro Coso College
Course Outline of Record Report
10/18/2021

PARAC090 : Legal Document Assistant

General Information

Author:	<ul style="list-style-type: none">• Dawn Ward• O'Connor, Karen• Vitale, Laura
Course Code (CB01) :	PARAC090
Course Title (CB02) :	Legal Document Assistant
Department:	Business Information Technolog
Proposal Start:	Fall 2020
TOP Code (CB03) :	(1402.00) Paralegal
SAM Code (CB09) :	Advanced Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	No value
Curriculum Committee Approval Date:	12/06/2019
Board of Trustees Approval Date:	03/12/2020
External Review Approval Date:	03/12/2020
Course Description:	This course provides students an overview of the requirements for working as a legal document assistant (LDA) in the State of California. Students will study California Code rules and regulations related to registering and working as an LDA and will complete California legal forms. The course is specific to California state law; therefore, students may not be able to work as an LDA in another U.S. state.
Submission Type:	This course is being added as an elective to the Paralegal Studies program. This is an area of self-employment for students and therefore more training and study is necessary for their success in the field. It is being added as an elective because this is a California specific occupation. No value
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	<ul style="list-style-type: none">• Law
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none">• Law• Legal Assisting (Paralegal)
Additional Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none">• Law• Legal Assisting (Paralegal)

Course Development Options

Basic Skills Status (CB08)

Course Special Class Status (CB13)

Grade Options

Course is not a basic skills course.

Course is not a special class.

- Letter Grade Methods
- Pass/No Pass

Allow Students to Gain Credit by Exam/Challenge

Allowed Number of Retakes

0

Course Prior To College Level (CB21)

Not applicable.

Rationale For Credit By Exam/Challenge

No value

Retake Policy Description

No value

Allow Students To Audit Course

Course Support Course Status (CB26)

No value

Associated Programs

Course is part of a program (CB24)

Associated Program

Award Type

Active

Paralegal Studies Associate in Science Degree

A.S. Degree Major

Fall 2020

Paralegal Studies Certificate of Achievement

Certificate of Achievement

Fall 2020

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

No value

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 3

Maximum Credit Units (CB06) 3

Total Course In-Class (Contact) Hours 54

Total Course Out-of-Class Hours 108

Total Student Learning Hours 162

Faculty Load 0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks) 18

Hours per unit divisor 54

Course In-Class (Contact) Hours

Lecture 54

Laboratory 0

Activity 0

Total 54

Course Out-of-Class Hours

Lecture 108

Laboratory 0

Activity 0

Total 108

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

PARAC210 - California Civil Procedure and Legal Forms

Students taking this course are required to apply the laws of California Civil Procedure and the skills in completing legal forms that are developed in PARA C210. Students cannot complete this course without a working knowledge of those laws and forms. This course works to build and develop those acquired skills for self-employment as a California Legal Document Assistant (LDA).

Entrance Skills

Entrance Skills

Description

No value

No value

Limitations on Enrollment

Limitations on Enrollment

Description

No value

No value

Specifications

Methods of Instruction

Methods of Instruction

Instruction through examination or quizzing

Rationale

Student will complete quizzes and examinations within the courses (online and on ground).

Methods of Instruction

Lecture

Rationale

Online: Lecture will be given via audio, PowerPoint, or instructor-written lecture notes in line with PowerPoint lessons.

On-ground: Face-to-face lectures using similar material to online course.

Methods of Instruction

Discussion

Rationale

The primary subject matter for discussion prompts for the online or on-ground classes will be the same.

Online: Students will participate in weekly discussions. Students will post one individual initial posting per week and reply to a minimum of two classmates. The instructor will also participate in the discussion board and student replies. For example, the instructor may rotate through one-half of the class each week to reply to all students equally throughout the course.

On-ground: Students will participate in class discussions with the instructor or/and fellow students.

Methods of Instruction

Written work

Rationale

The students will complete weekly assignments created by the instructor based upon the materials covered in the readings. Some assignments will require research. Assignments will be similar for online and on-ground.

Assignments

- A. Reading will include information from sources such as California Courts website; selected sections of the California Code; local rules of court; California Legal Document Assistant (CALDA) website; paralegal association web sites, and case law at law school web sites and other OER resources.
- B. Discussions completed online and on-ground in conjunction with legal research. Students are presented legal questions for research, comment, opinion, and discussion with other students/instructor.
- C. Examination (multiple choice, true and false, and short answer), Essay based on research and case scenario, and Short Answer Questions based on law application (procedural and substantive).
- D. Other assignments include homework and projects based upon weekly readings.

Methods of Evaluation**Rationale**

Distance Education Description: how outcomes are evaluated

The assignments for the online course must be similar to the assignments that are offered on ground. The SLO's are assessed through rubric and objective assignments such as discussion boards, exams, and homework.

Homework

Assignments will be given based upon materials including preparation of legal forms and analysis of applicable laws.

Tests

Example: Preparation and selection of forms for Complaint for Divorce. Student will select and complete the required legal forms by filling in the information provided by the client.

Examination will be by learning management system automatic graded true and false or multiple-choice questions or on ground paper examination. Additional short answer or essay questions provided for the student to write answers to case law evaluation, law application, or research into hypothetical scenario requirements.

Participation

Short answer question example: Identify the correct sections of the California Business & Professions Code that relate to LDA's including all requirements for licensing.

Class Discussion Question and Answer - Student interaction in discussion forum with other students and instructor or in person within the on-ground classroom. Questions include procedural and substantive review of law application in legal system. Online and on-ground discussion will be of similar subject to faculty prompts and information provided for classroom discussions and lectures.

Example: A client has come to you for the preparation of forms. During the conversation the client asks a question that would be legal advice during an appointment. What is your ethical response to avoid the unauthorized practice of law?

Equipment

none

Textbooks

Author

Title

Publisher

Date

ISBN

Maerowitz, M.A. and Mauet, T.

Fundamentals of California Litigation for Paralegals. 6th Ed.

New York: Aspen College Series, Wolters Kluwer Law & Business.

2017

978-1-4548-7348-8

Other Instructional Materials

Description	California government publications and professional association websites, such as the California Business & Professions Code, California Association of Legal Document Assistants, and the State Bar of California for mandatory and optional legal forms.
Author	No value
Citation	http://leginfo.legislature.ca.gov/ https://www.courts.ca.gov/ https://calda.org/

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Identify the additional cover sheet or attachments that must be filed with the selected form(s).

Identify relevant sections of the California Business & Professions Code and other California Code sections related to LDAs, paralegals, and attorneys.

CSLOs

Articulate the licensing requirements for a legal document assistant (LDA), including acquiring and maintaining the license. Expected SLO Performance: 75.0

Distinguish between assisting individuals as an LDA and the unauthorized practice of law. Expected SLO Performance: 75.0

Identify and prepare the proper form(s) for a legal action by completing all applicable sections for proper submission to the court. Expected SLO Performance: 75.0

Outline

Course Outline

- I. California Code for LDA's
 - a. Relevant sections of the California Business & Professions Code
 - i. Ca. Bus & Prof Code § 6450, et. seq.
 - b. Requirements for licensing
 - i. Education
 - ii. Bond
 - iii. Court license
 - c. Requirements for continuing legal education (CLE)
 - i. Required CLE units, staying up to date on requirements
 - ii. How and where to complete CLE
 - iii. How to track CLE
 - iv. Reporting requirements
 - d. Laws and limits for working as an LDA

- i. Form preparation
- ii. Substantive v. procedural
- iii. Record keeping
- iv. Pay and fees
- v. Distinction from Bankruptcy Petition Preparer (BPP)

II. Legal Forms

- a. Selection of forms
 - i. Location of forms by area of law
 - ii. Websites, form books, or computer programs
 - iii. Mandatory versus optional
- b. Preparation of forms
 - i. Gathering client information
 - ii. Inputting client information
 - iii. Missing or incomplete information
 - iv. Additional attachments or information
 - v. Unlawful Detainer (UD)
 - vi. Family Law
 - vii. Adoption
 - viii. Other civil matters
 - ix. Cover sheets and other requirements
- c. Filing of forms
 - i. Have all forms been completed?
 - ii. Who files?
 - iii. Where do you file?
 - iv. What happens if the filing is rejected?

III. Ethics and Unauthorized Practice of Law

- a. The LDA's role in assisting clients with their case
 - i. Form preparation
 - ii. Paralegal v. LDA
 - iii. Record keeping
 - iv. Pay and fees
 - v. Deadlines and statute of limitations
- b. California Code of Professional Responsibility
 - i. How it applies to lawyers and LDAs
 - ii. Confidentiality
 - iii. Conflicts
- c. Unauthorized practice of law (UPL), practice pitfalls, and avoiding UPL
 - i. Practice of law defined
 - ii. Legal advice
 - iii. Referrals
 - iv. Procedural v. substantive information
 - v. Gathering the facts from the client

IV. California Civil Procedure

- a. California Code of Civil Procedure
 - i. Relevant Code sections
 - ii. Locating applicable Code sections
- b. Local Rules of Court
 - i. Locating rules
 - ii. staying up to date

Delivery Methods

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

- Face to face
- Online (purely online no face-to-face contact)

- Online with some required face-to-face meetings ("Hybrid")
- iTV – Interactive video = Face to face course with significant required activities in a distance modality

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section? Describe the ways in which instructor-student contact and student-student contact will be facilitated in the distance ed environments.

All paper assignments are identical to those in an onsite class except that they are submitted by "submission box" within the Learning Management System (LMS). Weekly class discussions are conducted by means of online weekly discussion forums within the LMS. Quizzes and exams will also be uploaded to the LMS and the student will take the quiz/exam through the LMS platform, however, content will be identical to any on-site courses. The instructor is responsible for providing feedback to the discussion within the discussions each week and also through grading feedback. Some instructors use rubrics, which are also stated in the syllabus, to grade course work and discussion forums but rubrics are not required and the need will vary by assignment. Objective answers would not require a rubric. Outcomes are assessed. See Methods of Evaluation.

Faculty maintains regular and effective contact with students online through participation in discussion board forums, course announcements, annotated feedback comments on graded assignments, office hours, and responding to student inquiries via email, "ask the instructor" forum, phone or Zoom video conferencing.

Students have regular contact with each other through the required weekly discussion boards. The students are required to post an initial response each week and reply to a minimum of two of their classmates. Students can also communicate with each other through email or Canvas Inbox.

Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other

- Discussion Forums
- Message
- E-mail
- Face-to-face meeting(s)
- Newsgroup/Discussion Board
- Telephone

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

Any needed software can be downloaded for free such as Microsoft office through student account or Adobe Acrobat free version. Students can contact campus IT, instructor or company for assistance. Additional software subscriptions would be included with the textbook.

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

- Learning management system
- Publisher course with learning management system interface.

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

Same for on ground or online.