



Wayne County Community College District

COURSE SYLLABUS

PLT 255 Credentialing Exam Preparation

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION: This course is a comprehensive review of the subjects covered on the Certified Legal Assistant (CLA) examination. Topics include: communication, ethics, American legal system, as well as several substantive areas of law.

PREREQUISITE: Program Admission

EXPECTED COMPETENCIES:

Upon completion of this course, students will be able to:

- Take the Certified Legal Assistant (CLA) examination.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A

80%-89.9%= B

70%-79.9%= C

60%-69.9%= D

<60% = E