

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Legal Assistant 044**COURSE TITLE:** Supervised Tutoring in Legal Assistant**Units: -**
No Grade/0 Units**CATALOG COURSE DESCRIPTION:**

This course is designed to prepare the student to succeed in the corequisite and subsequent subject matter courses. This course may be taken four times with a different corequisite subject matter course.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS: Not required**TRANSFER APPLICABILITY:** College noncredit course**TOTAL LECTURE HOURS:****TOTAL LAB HOURS:****STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Upon successful completion the student will be able to: 1. Demonstrate the ability to apply basic study skills as related to his/her subject area.
2. Effectively utilize available campus learning resources.
3. Develop reading, writing, listening, speaking, critical thinking/reasoning, math and or other skills that are necessary to perform effectively in the corequisite or subsequent subject matter courses.

SECTION II**1. COURSE OUTLINE AND SCOPE:****A. Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Content will vary depending upon adjunct course. Attention will be given to basic study skills and availability of campus learning resources.
 - A. Meet with the instructor to develop a plan of learning materials to be used during the course.
 - B. Work independently on learning materials according to the plan developed.
 - C. Meet with the instructor regularly to evaluate progress, make additions to and revisions of the plan, as necessary, and review completed assignments.
 - D. Have a final conference with the instructor at the end of the semester.

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

I. Appropriate readings will be recommended by the instructor. Students will be expected to work to improve their reading skills and will be required to read and respond to their readings each week.

C. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

I. Students may be required to work outside of the Tutorial Center to complete assignments, revise written work, and do assigned readings.

D. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

I. Writing assignments will be made by the appropriate instructor. Students will be expected to write short papers throughout the semester.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. Credit will be awarded based on assignments completed and the instructor's evaluation of the quality of work. Standards for performance will be explained to the student when the individualized study plan is developed.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

* Appropriate methods of instruction for this course include laboratory, individual instruction, independent study, small group instruction, and self-paced multimedia systems.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Texts will be determined by each instructor or tutor in the adjunct course syllabus presented to each student at the beginning of the course.

ORIGINATOR: Curricunet Version 2

CO-CONTRIBUTOR(S)

DATE:

