

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

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Legal Assistant 296**COURSE TITLE:** Individualized Instruction in Legal Assistant**Units:** 0.5-2
Pass/No Pass**CATALOG COURSE DESCRIPTION:**

This course provides supplemental instruction to reinforce achievement of the learning objectives of a course in the same discipline under the supervision of the instructor of the designated course. Learning activities may employ a variety of self-paced multimedia learning systems, language labs, print and electronic resources, laboratory, or field research arrangements, to assist student in reaching specific learning objectives. This open entry/open exit course is offered concurrently with designated courses.

REQUISITES:**Limitation on Enrollment:**

Concurrent enrollment in an approved course of the same discipline is required. The instructor of the related course will supply Add Code to the student, which permits registration in the course

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit only and not Transferable**TOTAL LECTURE HOURS:****TOTAL LAB HOURS:****OTHER HOURS:** 24 - 108**STUDENT LEARNING OBJECTIVES:**

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

1. Perform independent learning activities, which reinforce learning objectives of a related course, using college level communication skills, research resources and techniques.
2. Utilize appropriate research documents, laboratory or performance activities, language laboratories or field investigation to prepare reports or projects, which demonstrate integration of results with the body of knowledge in a related course.
3. Employ terminology as it is used in the discipline of study.

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. The instructor of the primary course will define the topics and learning activities.

B. Reading Assignments:

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

I. Readings which address common subject areas and which expand student understanding of primary course knowledge and/or skills will be assigned by the instructor. These readings may include documents, journal articles, texts, anthologies, monographs, laboratory manuals, field study guides, and other print media, which reinforce and supplement knowledge and skills of the primary course.

C. Appropriate Assignments that Demonstrate Critical Thinking:

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

I. Critical thinking will be required of students through such assignment activities as written and oral analysis, evaluation of readings and/or classroom materials, discussion of readings, lectures, comments and ideas, construction of models, assessment and evaluation of data and thesis, individual assessment of performance or projects, and problem solving.

D. Appropriate Outside Assignments:

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

I. Outside class assignments may include any, some, or all of the following activities: reading, researching, writing, critiquing, summerizing, analyzing, synthesizing, and/or evaluating.

E. Writing Assignments:

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

I. Writing assignments based upon background materials, original sources, and interpretative sources will be used for analysis, interpretation, research, synthesis, problem solving and appreciation. Writing assignments may vary in length from paragraph responses to term papers on given topics.

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. Evaluation will be based upon performances in a variety of activities and assignments which may include any of these methods: writing assignments to be completed in or outside of class, quizzes, participation, demonstration of skills and knowledge through oral and physical activities, and self-evaluation.

3. METHODS OF INSTRUCTION:

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

- * Computer Assisted Instruction
- * Learning Modules
- * Audio-Visual
- * Other (Specify)
- * Various methods of instruction, as determined by each instructor, may include consultation with experts, computer assisted instruction, learning modules, audio-visual presentations, field trips, and other unique instructional strategies.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Original documents, general survey texts, anthologies, monographs, other print/non-print media is required. Certain media equipment may be required available only at a site on campus, or via the Web.

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CO-CONTRIBUTOR(S)

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