

# Spokane Community College

## COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

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**Course Title:** Introduction to Legal Careers

**Prefix and Course Number:** LA 107

**Version Date:** 3/22/21

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### Course Learning Outcomes

By the end of this course, a student should be able to:

1. Identify potential legal careers.
2. Explain the role of a paralegal in a law office.
3. Develop a matriculation plan.
4. Draft professional resumes and cover letters.
5. Describe effective job interviewing techniques.
6. Discuss issues involving ethics in a law office.

### Course Outline

1. Survey of legal careers
2. Role and skills necessary for a paralegal
3. Matriculation plan
4. Preparation for applying for a paralegal position
  - a. Resumes
  - b. Cover letters
  - c. Interviewing techniques