

# Mountain Empire Community College Publication Change Form

Please fill in and print this page to request changes to MECC's publications. This process provides for MECC's publications on the college's web site to be maintained with up-to-date information, unlike the printed copies that are updated once a year.

Change Applies to:  Catalog  Student Handbook  Other \_\_\_\_\_

Type of Change:  Update  Deletion  Addendum

Does the change need to be applied to the website?  Yes  No

If yes, which web page(s) requires the change? n/a

Current Page Number: 96 -or- Proposed Page Number: \_\_\_\_\_

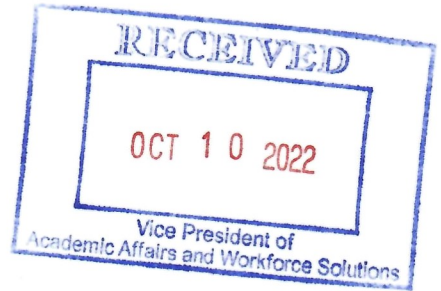
Effective Date: 10/1/2022

Does this change need to be sent to the VCCS, SCHEV, or SACSCOC?  Yes  No

If yes, where should the change be sent? Choose an Option... Brief

Description of Change:

To the Paralegal program please add this new certification, "Fastcase Legal Research Database". This will be available to the student after completion of the first year spring semester. Just add under the current "Legal Office Assisting Certificate" line.  
  
See attached: new addition is highlighted in yellow.



Person Submitting Change:

Wes Mullins

Name (print)

[Signature]

Signature

Vice President of Academic Affairs and Workforce Solutions:

[Signature] 10/11/22

Signature

10/10/2022

Date

Send this form and attachments to the office of the Vice President of Academic Affairs and Workforce Solutions.

## **PARALEGAL STUDIES (260)**

### **PURPOSE**

The Paralegal Studies Degree is designed to prepare individuals to work in a legal office environment. The program provides training in the general processes of American law and the knowledge/skills to perform specific legal tasks under the supervision of an attorney. In addition, the program helps prepare individuals for paralegal certification exams.

### **PROGRAM LEARNING OUTCOMES**

Upon successful completion, students will be able to:

1. Demonstrate effective communication skills through interaction, in person, by telephone, in written and electronic correspondence, with lawyers, clients, witnesses, court personnel, co-workers, and other business professionals, using appropriate legal terminology and formatting.
2. Perform basic legal research and analysis necessary to identify legal issues and potential solutions to legal problems.
3. Utilize strong organizational skills necessary to sort through and manage information, manually and electronically.
4. Apply principles of writing and rules of English grammar to all writing tasks, to be able to prepare legal documents commonly used in the profession.
5. Demonstrate competent understanding of computer literacy and proficiency required in the typical law office.
6. Apply ethical and professional principles that guide paralegal conduct, including but not limited to unauthorized practice of law and lawyer supervision of non-lawyers; confidentiality and attorney-client privilege; conflicts of interests; competency; handling of client funds; office decorum and dress.
7. Integrate appropriate skills to work effectively and positively with others beginning on the first day of a new job.

### **EMPLOYMENT OPPORTUNITIES**

Students will have opportunity to gain the knowledge and skills required to perform a variety of specialized duties with competence and understanding. The Paralegal Studies Degree will help prepare students for a wide range of entry-level positions as a paraprofessional in the legal field with opportunities in law firms, mortgage companies, banks, title insurance companies, private corporations, and government and administrative agencies.

### **PROGRAM REQUIREMENTS**

Students should have English and Mathematics skills assessed. Deficiencies in these areas may be corrected by completing the appropriate developmental studies courses.

## **PARALEGAL STUDIES PROGRAM OF STUDY**

Course #	Course Title	Credit	Pre-Requisite Courses (if applicable)
<b>FIRST YEAR FALL</b>			
AST 101	Keyboarding I	2	
BUS 241	Business Law I	3	
ENG 111	College Composition	3	
LGL 120	Legal Terminology	3	
LGL 110	Introduction to Law & the Legal Assistant	3	
LGL 200	Ethics for the Paralegal	1	
SDV 100	College Success Skills	1	
<b>FIRST YEAR SPRING</b>			
ITE 175	Email Essentials	1	
MKT 170	Customer Service	1	
AST 141	Word Processing I	3	AST 101
<b>ELIGIBLE FOR MICROSOFT OFFICE SPECIALIST WORD CORE EXAM UPON COMPLETION OF AST 141</b>			

LGL 115	Real Estate Law	3	
LGL 117	Family Law	3	
LGL 127	Legal Research & Writing	3	
MTH 132	Business Math	3	
<b>ELIGIBLE FOR LEGAL OFFICE ASSISTING CERTIFICATE (261)</b>			
<b>* Add * ELIGIBLE FOR CERTIFICATION IN FASTCASE LEGAL RESEARCH DATABASE</b>			
<b>SECOND YEAR FALL</b>			
LGL 195	Topics in Paralegal Studies	2	
AST 205	Business Communications	3	
ITE 119	Information Literacy	3	
LGL 216	Trial Preparation & Discovery Practice	3	
LGL 218	Criminal Law	3	
PLS 135	U.S. Government I	3	
SDV 106	Preparation for Employment	1	
<b>SECOND YEAR SPRING</b>			
AST 265	Legal Office Procedures I	3	ENG 111; AST 141
LGL 221	E-Practice	3	ENG 111; LGL 216
LGL 222	Information Technology for the Paralegal	3	ENG 111; ITE 119; AST 141
LGL 290	Coordinated Internship	3	
<b>ELIGIBLE FOR CAREER READINESS CERTIFICATIONS WHILE ENROLLED IN LGL 290</b>			
PSY 120	Human Relations	3	
<b>TOTAL PROGRAM CREDITS</b>		<b>69</b>	

**Notes and Additional Curriculum Options**

Course substitutions may be available. Please see an advisor for more information.

**FOR FURTHER INFORMATION, CONTACT:**

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