McLennan COLLEGE

Degree Description

This program prepares students for employment and advancement in law firms and legal departments of business, industry and government. The emphasis is on workplace competencies with specific knowledge of court systems, litigation processes, manual and computerized legal research, investigation, and law office management. A minimum grade of C is required in all Paralegal classes for graduation.

For information about credit through advanced standing for students holding their Professional Legal Secretary or Certified Legal Assistant certifications, see the policy on Advanced Standings.

Marketable Skills

1. dentify, know, and execute the TEXAS RULES OF PROFESSIONAL CONDUCT for paralegals in daily contact with clients, court personnel, and other legal officials.

2. Produce documents using a software such as Word, Excel, or Access using both beginning and advanced features.

3. Develop an investigation plan and theory for the case that includes discovery from the initial client interview.

4. Using fundamental reading skills, apply basic rules of grammar, spelling, capitalization, number usage, and punctuation, and utilize terminology applicable to technical and business writing and when speaking.

5. Apply basic legal skills to the litigation process from filing the Plaintiff's Original Petition, trial preparation, settlement, trial and post-trial practices.

6. Apply working knowledge of fundamentals of effective legal research and writing - law library techniques, computer assisted legal research, briefs, and legal memoranda.

7. Preparation of legal documents based on hypothetical facts in real estate, family law, contract, litigation and business organizations.

8. Using logic and reasoning (critical thinking) to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Semester I	Hours
LGLA 1313 Introduction to Paralegal Studies	3 hours
POFT 1393 Special Topics: Introduction to Keyboarding [1]	3 hours
POFT 1301 Business English *or* ENGL 1301 Composition I	3 hours
POFT 1309 Administrative Office Procedures I	3 hours
LGLA 1391 Practice of Family and Property Law *or* LGLA 2313 Criminal Law and Procedure	3 hours
	15 hours

Semester II	Hours
ITSW 1301 Introduction to Word Processing *or* POFI 2340 Advanced Word Processing	3 hours
POFT 2312 Business Correspondence & Communication *or* ENGL 2311 Technical & Business Writing	3 hours
LGLA 1345 Civil Litigation	3 hours
LGLA 1301 Legal Research and Writing	3 hours
LGLA 1311 Introduction to Law	3 hours
	15 hours

Total hours: **30 hours**

[1] May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. A keyboarding test is required.

[2] Students must meet Guidelines for Internships and Practicums (General Catalog) and have approval of the program director to enroll in this course. LGLA 2388 is the Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job task. Check for prerequisites.

Course Descriptions

LGLA 1313 Introduction to Paralegal Studies

Provides an overview of the paralegal profession including professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services. Recommended: Passing score on the TSI Assessment or concurrent enrollment in READ 0302. Semester Hours 3 (3 lec)

POFT 1393 Special Topics: Introduction to Keyboarding

Address topics recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lec)

POFT 1301 Business English

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Students will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and teaches how to write effective sentences and paragraphs for business applications. Semester Hours 3 (3 lec)

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis. Prerequisite: TSI complete in Reading and Writing or the equivalent. Semester Hours 3 (3 lec)

POFT 1309 Administrative Office Procedures I

Studies current office procedures, duties, and responsibilities applicable to an office environment including telephone skills, time management, travel and meeting arrangements, mail processing, human relations and interview skills are covered. Offered only in fall semester. Semester Hours 3 (3 lec)

LGLA 1391 Practice of Family and Property Law

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Property topics include the nature of property, rights and duties of ownership, conveyances and document recording. Family law topics include marriage, divorce, marital property and the parent-child relationship. Offered only in the fall semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

LGLA 2313 Criminal Law and Procedure

Presents fundamental concepts of criminal law and procedures from arrest to final disposition, including principles of federal and state law, emphasizing the role of the paralegal in the criminal justice system. Offered only in the fall semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

ITSW 1301 Introduction to Word Processing

Presents an overview of the production of documents, tables, and graphics. Students will identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents. Presents pagination, merging and storage of documents. Prerequisite: POFT 1393 with a grade of C or better or a keyboarding skill of 30 words a minute using touch method. Semester Hours 3 (2 lec/2 lab)

POFI 2340 Advanced Word Processing

Presents advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis is on business applications. Students will design and create macros, use advanced formatting features, import data, and use graphic and special functions to enhance documents. Emphasizes advanced printing techniques. Offered only in fall semester. Prerequisite: ITSW 1301 with a grade of C or better or consent of the program director. Semester Hours 3 (2 lec/2 lab)

POFT 2312 Business Correspondence & Communication

Presents the development of writing skills and presentation skills to produce effective business documents. Offered only in spring semester. Prerequisite: POFT 1301 with a grade of C or better. Semester Hours 3 (3 lec)

ENGL 2311 Technical & Business Writing

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice of individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: Passing score on writing portion of TSI Assessment or credit for ENGL 0301. Semester Hours 3 (3 lec)

LGLA 1345 Civil Litigation

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation. Recommended: Passing score on the TSI Assessment or concurrent enrollment of INRW 0402. Semester Hours 3 (3 lec)

LGLA 1301 Legal Research and Writing

Presents the fundamentals of legal research and writing emphasizing the paralegal's role, including resources and processes used in legal research and writing. opics include: locating primary and secondary legal authority, implement researching strategies using standard and electronic research tools, drafting legal documents, and analyzing the ethical considerations of the paralegal relating to legal research and writing. Offered only in spring semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

LGLA 1311 Introduction to Law

Presents legal terminology relating to substantive areas of law and the federal and state judicial systems. Emphasizes the paralegal's role in the legal system. Topics include: legal terminology, categorizing substantive areas of law and the federal and state judicial system, and identifing ethical considerations of the paralegal relating to the legal profession. Offered only in spring semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

LGLA 2388 Internship-Paralegal/Legal Assistant

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. This course serves as the Capstone experience for paralegal students. Students must meet Guidelines for Internships and have approval of the program director to enroll in this course. Prerequisites: LGLA 1311, 1313, ITSW 1301 with minimum grade of C or concurrently enrolled. An approved workstation and consent of program director. Semester Hours 3 (1 lec/15 lab)