**Associate of Applied Science
Paralegal**

McLENNAN COMMUNITY COLLEGE

2022-2023

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 1309 Administrative Office Procedures I *or* BMGT 2309 Leadership	3 hours
POFT 1301 Business English *or* ENGL 1301 Composition I	3 hours
BUSI 2301 Business Law	3 hours
	15 hours

Semester II	Hours
LGLA 1311 Introduction to Law	3 hours
LGLA 1345 Civil Litigation	3 hours
ITSW 1301 Introduction to Word Processing *or* POFI 2340 Advanced Word Processing	3 hours
ENGL 1302 Composition II *or* ENGL 2311 Technical & Business Writing	3 hours
PHIL 1301 Introduction to Philosophy *or* PHIL 2306 Introduction to Ethics *or* CRIJ 1301 Introduction to Criminal Justice	3 hours
	15 hours

Semester III	Hours
LGLA 2313 Criminal Law and Procedure	3 hours
LGLA 1391 Practice of Family and Property Law	3 hours
LGLA 2307 Law Office Management	3 hours
ITSW 1304 Introduction to Spreadsheets	3 hours
Math elective [3]	3 hours
	15 hours

Semester IV	Hours
LGLA 1301 Legal Research and Writing	3 hours
LGLA 2388 Internship-Paralegal/Legal Assistant [2]	3 hours
GOVT 2306 Texas Government	3 hours
LGLA 2333 Advanced Legal Document Preparation	3 hours
SPCH 1318 Interpersonal Communication *or* SPCH 1315 Public Speaking	3 hours
	15 hours

Total hours: **60 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.

[3] See Electives List

Electives/General Education Courses

Math

MATH 1314 College Algebra	3 hours
MATH 1316 Plane Trigonometry	3 hours
MATH 1324 Mathematics for Business & Social Sciences	3 hours
MATH 1325 Calculus for Business & Social Sciences	3 hours
MATH 1332 Contemporary Mathematics (Quantitative Reasoning)	3 hours
MATH 1342 Elementary Statistical Methods	3 hours
MATH 2412 Pre-Calculus Mathematics	4 hours
MATH 2413 Calculus I	4 hours
PHIL 2303 Introduction to Formal Logic	3 hours

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 INRW 0402. Semester Hours 3 (3 lec)

POFT 1393 Special Topics: Introduction to Keyboarding

Topics address 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. This course was designed to be repeated multiple times to improve student proficiency. 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. Semester Hours 3 (3 lec)

BMGT 2309 Leadership

Introduces concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. This is a Capstone course that integrates knowledge from previous courses and provides the opportunity to apply management and leadership principles to real world situations. 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 Writing or the equivalent. Semester Hours 3 (3 lec)

BUSI 2301 Business Law

Provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. 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 identifying 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 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)

ITSW 1301 Introduction to Word Processing

Presents an overview of the production of documents, tables, and graphics. Identifies word processing terminology and concepts; creates technical documents; formats and edits documents; uses simple tools and utilities, and prints documents. Presents pagination, merge 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 word processing techniques using 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. This course is designed to be repeated multiple times to improve student proficiency. 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)

ENGL 1302 Composition II

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301 or its equivalent with a grade of C or better or consent of division chair. 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: TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

PHIL 1301 Introduction to Philosophy

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Semester Hours 3 (3 lec)

PHIL 2306 Introduction to Ethics

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Semester Hours 3 (3 lec)

CRIJ 1301 Introduction to Criminal Justice

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes, and an overview of the criminal justice system, including law enforcement and court procedures. 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)

LGLA 1391 Practice of Family and Property Law

Presents 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 2307 Law Office Management

Presents fundamental principles and structure of management, administrative and substantive systems in the law office. Includes law practice technology as applied to paralegals. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

ITSW 1304 Introduction to Spreadsheets

Introduces the concepts, procedures and importance of electronic spreadsheets. Semester Hours 3 (2 lec/2 lab)

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. Topics 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 2388 Internship-Paralegal/Legal Assistant

Establishes 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)

GOVT 2306 Texas Government

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. NOTE: Must have passed the reading portion of the TSI Assessement or have credit for INRW 0402. Semester Hours 3 (3 lec)

LGLA 2333 Advanced Legal Document Preparation

Introduces the use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various area of law. Topics will include: terminology related to legal document preparation, drafting transaction and litigation documents based on hypothetical situations, distinguishing among the various transaction and litigation documents, and analyzing the ethical considerations of the paralegal relating to legal document preparation. Offered only in spring semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (2 lec/2 lab)

SPCH 1318 Interpersonal Communication

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts, including friendships, romantic partners, families, and relationships with co-workers and supervisors. Semester Hours 3 (3 lec)

SPCH 1315 Public Speaking

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Semester Hours 3 (3 lec)

MATH 1314 College Algebra

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Graphing calculator required. Prerequisite: TSI math complete or MATH 0311. Semester Hours 3 (3 lec)

MATH 1316 Plane Trigonometry

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Graphing calculator required. Prerequisite: MATH 1314 with a minimum grade of C, or passing score on non-credit equivalency exam for MATH 1314, or consent of division chair. Semester Hours 3 (3 lec)

MATH 1324 Mathematics for Business & Social Sciences

The application of common algebraic functions, including polynomial, exponential, logarithmic and rational, to problems in business, economics and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices, linear programming; and probability, including expected value. Prerequisite: TSI math complete or MATH 0311. Semester Hours 3 (3 lec)

MATH 1325 Calculus for Business & Social Sciences

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics and social sciences. This course is not a substitute for MATH 2313 or 2413 - Calculus I. Prerequisite: MATH 1314 or MATH 1324, minimum grade C. Semester Hours 3 (3 lec)

MATH 1332 Contemporary Mathematics (Quantitative Reasoning)

Intended for Non- STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. Graphing calculator required. Prerequisite: TSI math complete or MATH 0308 or consent of division chair. Semester Hours 3 (3 lec)

MATH 1342 Elementary Statistical Methods

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Graphing calculator required. Prerequisite: TSI math complete or MATH 0308 or completion of college-level math course or consent of division chair. Semester Hours 3 (3 lec)

MATH 2412 Pre-Calculus Mathematics

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: MATH 1314 with a minimum grade of C, or passing score on non-credit equivalency exam for MATH 1314, or consent of division chair. Semester Hours 4 (4 lec)

MATH 2413 Calculus I

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Graphing calculator required. Prerequisite: MATH 2412 with a minimum grade of C, or both MATH 1314 and MATH 1316 with minimum grades of C, or passing score on non-credit equivalency exam for MATH 2412, or consent of division chair. Semester Hours 4 (4 lec)

PHIL 2303 Introduction to Formal Logic

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules. Semester Hours 3 (3 lec)