

***Syllabus Template Instructions*** *Insert specific information noted in italics. Upon completion, all information in italics should be deleted and replaced by course specific information.*

**Mitchell Community College – Continuing Education Department**

***Certified Paralegal***

***LEX3110***

***WFD212/Online / Tues & Thurs; 1800 – 2200 hours***

**Institutional Credit Hours:** Cert. **Contact Hours: 156 Class/120 Online**

**Prerequisites:** *Assoc. Degree or higher*

**Faculty:** *Arthur Piervincenti (additional attorneys)*

**Email Address:** *apeirvincenti@mitchellcc.edu*

**Telephone:** *(704) 978.5497*

**Office Location:** *VB204D*

**Office Hours:** *By appointment*

**Continuing Education Reception Desk:** (704) 878 – 3220

**Course Description**

The Paralegal Technology Certificate prepares you to perform legal tasks and assist lawyers with many types of legal work. A paralegal does not practice law, give legal advice, or represent clients in a court of law but they can assist with any type of legal work that a lawyer does. The Paralegal Technology Certificate program's primary goal is to provide you with the legal knowledge and practical skills necessary to become a competent, ethical professional.

Paralegals play an important role in allowing lawyers to provide high-quality, reasonably priced legal services. As a result, it is a fast-growing field. Paralegals, sometimes also called legal assistants, work in law firms, government agencies, business organizations, and anywhere else that a lawyer might work.

The Continuing Education program requires students to have an Associate degree or higher to qualify to take the 300 hour course.  Once complete, they are prepared to sit for the NC Paralegal Bar exam.

**Learning Outcomes**

* Explain the role of the paralegal in the effective delivery of legal services in various settings in which paralegals work, including large and small law firms, corporations and businesses, governmental agencies, and legal aid offices.
* Describe the ethical responsibilities of paralegals, the rules of professional conduct governing lawyers, and the application of these rules to paralegals.
* Apply practical methods to complete assigned legal tasks.
* Demonstrate competency in a legal setting by completing a paralegal practicum under the supervision of a practicing attorney and a faculty member.
* Analyze, implement, and complete a legal research project using both print and electronic resources.
* Produce legal documents that meet professional standards, reflect accurate legal research, and are in correct format.
* Demonstrate proficiency in use of technology applications common in the workplace.

**Textbook and/or Other Required Materials**

1. **Introduction to Paralegal Studies: A Critical Thinking Approach 7th Edition;** Authors: Currier, Eimermann, Campbell; Publisher: Wolters Kluwer; ISBN-10: 154380778X; ISBN-13: 978-1543807783; Pub. Date: 02/24/2017
2. **Core Grammar for Lawyers**; <https://www.coregrammarforlawyers.com>; $38 access fee

*Wake Forest APA LibGuide:* [*http://guides.zsr.wfu.edu/c.php?g=34537&p=221048*](http://guides.zsr.wfu.edu/c.php?g=34537&p=221048)

*Purdue University Online Writing Lab (Owl):* [*https://owl.english.purdue.edu/owl/resource/560/08/*](https://owl.english.purdue.edu/owl/resource/560/08/)

**Evaluation:**

*Weekly quizzes per topic*

**Course Policies:**

*Must complete all assignments and class final exam.*

**Course Outline:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | In Class | Online  | Total  |  |
| Intro to Paralegal | Tuesday  | 6-10 PM  | 4 | 12 |  | LEX 110 |
|  | Wednesday  | 6-10PM | 4 |  |  |  |
|  | Thursday  | 6-10PM | 4 |  |  |  |
|  |  |  |  |  |  |  |
| Legal Research & Writing  | Tuesday  | 6-10 PM | 4 | 12 |  | LEX 120  |
|  | Thursday  | 6-10 PM | 4 |  |  |  |
|  | Tuesday  | 6-10 PM | 4 |  |  |  |
|  | Thursday  | 6-10 PM | 4 |  |  |  |
|  |  |  |  |  |  |  |
| Criminal Law & Procedure  | Tuesday  | 6-10 PM  | 4 | 12 |  | LEX 160  |
|  | Thursday  | 6-10 PM | 4 |  |  |  |
|  | Tuesday | 6-10 PM  | 4 |  |  |  |
|  | Thursday  | 6-10 PM | 4 |  |  |  |
|  |  |  |  |  |  |  |
| Civil Litigation  | Tuesday  | 6-10 PM  | 4 | 12 |  | LEX 140 |
|  | Thursday  | 6-10 PM  | 4 |  |  |  |
|  | Tuesday  | 6-10 PM  | 4 |  |  |  |
|  | Thursday  | 6-10 PM  | 4 |  |  |  |
|  |  |  |  |  |  |  |
| Civil Injuries  | Tuesday  | 6-10 PM  | 4 | 12 |  | LEX 130  |
|  | Thursday  | 6-10 PM  | 4 |  |  |  |
|  | Tuesday  | 6-10 PM | 4 |  |  |  |
|  | Thursday  | 6-10 PM | 4 |  |  |  |
|  |  |  |  |  |  |  |
| Real Property  | Tuesday  | 6-10 PM | 4 | 12 |  | LEX 210  |
|  | Thursday  | 6-10 PM | 4 |  |  |  |
|  | Tuesday  | 6-10 PM | 4 |  |  |  |
|  | Thursday  | 6-10 PM | 4 |  |  |  |
|  |  |  |  |  |  |  |
| Wills & Estates  | Tuesday  | 6-10 PM | 4 | 12 |  | LEX 250  |
|  | Thursday  | 6-10 PM | 4 |  |  |  |
|  | Tuesday  | 6-10 PM | 4 |  |  |  |
|  | Thursday  | 6-10 PM | 4 |  |  |  |
|  |  |  |  |  |  |  |
| Family Law  | Tuesday  | 6-10 PM  | 4 | 12 |  | LEX 240  |
|  | Thursday  | 6-10 PM  | 4 |  |  |  |
|  | Tuesday  | 6-10 PM  | 4 |  |  |  |
|  | Thursday  | 6-10 PM  | 4 |  |  |  |
|  |  |  |  |  |  |  |
| Commercial Law  | Tuesday  | 6-10PM  | 4 | 12 |  | LEX 150 |
|  | Thursday  | 6-10PM  | 4 |  |  |  |
|  | Tuesday  | 6-10PM  | 4 |  |  |  |
|  | Thursday  | 6-10PM  | 4 |  |  |  |
|  |  |  |  |  |  |  |
| Ethics  | Tuesday  | 6-10 PM  | 4 | 12 |  | LEX 280  |
|  | Tuesday  | 6-10 PM  | 4 |  |  |  |
|  | Wednesday  | 6-10 PM  | 4 |  |  |  |
|  | Thursday  | 6-10 PM  | 4 |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Classroom Time  | 156 | 120 | 276 |  |

**Caveat**: The syllabus may be revised to meet the students’ and community college’s needs. Advanced notice will be provided to you.

**Instructor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_