

North Hennepin Community College

PLEG 2810: Employment Search for Paralegals

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites:

This course requires the following prerequisite

PLEG 1111 - Introduction to Law and Paralegal Studies

Corequisites: None

MnTC Goals: None

This course presents a study of the skills and tools needed for locating paralegal employment opportunities. Students will study employment opportunities in both legal and non-legal settings. Students will study attitudes and work habits for a more successful career. Students will learn to prepare a professional resume and conduct an interview. Prerequisite: PLeg 1111

B. COURSE EFFECTIVE DATES: 09/09/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. a. Resume writing
- b. Career goals
- c. Work attitudes and habits
- d. Job seeking
- e. Interviewing

D. LEARNING OUTCOMES (General)

1. Demonstrate a general understanding of the employment opportunities for paralegals in traditional and non-traditional settings, setting career goals, and locating information about prospective employers (ELO 1, Program Goal 1).
2. Prepare a resume (ELO 2, ELO 4, Program Goal 3).
3. Demonstrate an understanding of attitudes and work habits that ensure a successful career. (ELO 3, ELO 4, Program Goal 3)
4. Demonstrate skills in conducting an interview (ELO 2, ELO 4, Program Goal 3).

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
3. Personal and Social Responsibility and Engagement--Including: Civic knowledge and involvement--campus, local and global; Intercultural knowledge and competence; Ethical reasoning and action; Foundations and skills for lifelong learning.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.