

# 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.