



August 16, 2011

Dear Students:

The Fall I 2011 term (Tuesdays: September 13, 20, 27; October 4, 11, 18, 25; November 1, 8, 5 and Thursdays: September 15, 22, 29; October 6, 13, 20, 27; November 3, 10, 17) of the Paralegal Certificate Program at SMC will begin soon and I look forward to seeing you in the classroom! The following required and legal specialties (LS) courses are being offered:

Summer 2011 Term

DAY	CLASS DESCRIPTION	INSTRUCTOR	ROOM #
Tuesday	Advanced Legal Research and Writing (LS)	Jennifer Jordon	Walker 303
	Introduction to Paralegal Studies (R)	Tracie Haynie	Walker 302
Thursday	Professional Paralegal Job Search (R)	Lisa Stephens	Walker 302
	Communications for Legal Office (R)	Jennifer Jordan	Walker 303

Communications for the Legal Office - This course is designed to prepare students to communicate effectively in a clear and concise style necessary in the business and legal community. A study of major concepts of verbal communication with a basic review of grammar, the course will also cover styles of business letters, memoranda, short reports, and oral reports. Emphasis will be placed on English proficiency, developing and delivering oral presentations, practicing recording and translation information, and developing interpersonal skills, including appropriate conversational language, listening skills, body language, and telephone skills.

Introduction to Paralegal Studies - *This is a required course and is a pre-requisite to all other legal specialty courses.* This course, an introduction to the legal system and the paralegal profession, provides an overview of the nature of various law specialties. The course teaches the responsibilities of paralegals in the law office and outlines legal ethics for the attorney and paralegal. Legal terminology will also be covered.

Advanced Legal Research and Writing – *Legal Research is a pre-requisite for this course.* Students will be introduced to the concepts of legal reasoning and legal precedent. Students will learn how to prepare for and execute a legal research project including, analysis and synthesis of legal resources, verification of current case law and statutes, and proper citation of legal resources. Writing instruction will emphasize grammar, sentence and paragraph structure, word usage and analysis. Students will prepare an interoffice memorandum.

Professional Paralegal Job Search - The student will gain knowledge of the profession and marketplace, as well as providing the "how to's" on resume writing, Internet searches, interviews, evaluating and negotiating job offers, follow-up letters, and managing the first 100 days of the new job. Textbook provides email service for resume checking and evaluation with fast 72-hour turn-around, in addition to presenting many samples and tips on resume and letter writing. Course will also include interesting case studies in the lives of real paralegals in their daily work activities.

I am enclosing a registration form, which needs to **be completed and returned by September 6, 2011.** You are welcome to email your registration to harper@smcsc.edu or fax to 864-587-4358. For additional assistance, please contact me at (864) 266-7409 or harper@smcsc.edu

I look forward to helping you achieve your educational and career goals.

Sincerely,

Yvonne Harper, Director

1000 Powell Mill Road Spartanburg, South Carolina 29301-5899
(864) 266-7409 / fax (864) 587-4358
harper@smcsc.edu
www.smcsc.edu/paralegal



PARALEGAL CERTIFICATE* PROGRAM AT SMC

The cost of each course is \$300. If auditing a course, students pay \$150. If enrollment is limited, students who have paid and are fully registered will be given first consideration. You may pay by check, cash, money order, Visa or MasterCard. **A payment plan is also available to qualified students.** **Refund Policy:** *In the event the class is cancelled, a full refund will be given. For students who register and then decide to drop a class, the following will apply: 80% refund at the end of the first week and a 50% refund at the end of the second week. NO refunds will be given after the end of the second week. Please be aware that once you register for a class you are added to the class roll. A Drop/Add Form must be filled out when dropping a class. You can obtain this form from the Director of the Paralegal Certificate Program.*

Fall I, 2011 Term

Tuesdays: September 13, 20, 27; October 4, 11, 18, 25; November 1, 8, 5

Thursdays: September 15, 22, 29; October 6, 13, 20, 27; November 3, 10, 17

DAY	CLASS DESCRIPTION	INSTRUCTOR	ROOM #
Tuesday	Advanced Legal Research and Writing (LS)	Jennifer Jordon	Walker 303
	Introduction to Paralegal Studies (R)	Tracie Haynie	Walker 302
Thursday	Professional Paralegal Job Search (R)	Lisa Stephens	Walker 302
	Communications for Legal Office (R)	Jennifer Jordan	Walker 303

Name: _____ Social Security #: _____

Address: _____

Town: _____ State: _____ Zip _____

Phone: (work) _____ (home) _____ (cell) _____

(email) _____

Tuesday class: _____

Thursday class: _____

Student Signature

Date Signed

Fax to 864-587-4358 or mail to Yvonne Harper

The Spartanburg Methodist College Paralegal Certificate Program is a non-academic credit program.

1000 Powell Mill Road Spartanburg, South Carolina 29301-5899

(864) 266-7409 / fax (864) 587-4358

harper@smcsc.edu

www.smcsc.edu/paralegal