

Dear Students:

The Fall II, 2008 term (Tuesdays: November 18; December 2, 9, 16; January 6, 13, 20, 27; February 3, 10) and Thursdays: November 20; December 4, 11, 18; January 8, 15, 22, 29; February 5, 12) of the Paralegal Certificate Program at SMC will begin soon and I look forward to seeing you in the classroom! The following required (R), general (G), and Legal Specialty (LS) courses are being offered:

Fall II, 2008

<u>DAY</u>	<u>CLASS DESCRIPTION</u>	<u>INSTRUCTOR</u>	<u>ROOM #</u>
Tuesdays	Advanced Legal Research and Writing (LS) Computers for the Law Office (R)	Jennifer Jordan, Esq. Roxanne Reynolds	Walker 303 Montgomery
Thursdays	Title Search I (LS) Introduction to Paralegal Studies	Tracie Haynie TBA	Walker 302 Walker 303

Advanced Legal Research and Legal Writing - *Legal Research, Introduction to Paralegal Studies, Information Technology and/or Law Office Computing are prerequisites 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.

Computers for the Law Office – This course will introduce students to the general use of computers in the legal office. Emphasis will be placed on the legal documents and forms that are used in a law office or legal department. Basic working knowledge of computers and some typing skills are essential.

Introduction to Paralegal Studies - 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.

Real Estate (*Title Search Part I*): Students will be introduced to the procedures involved in title examination, and will perform assigned title searches. Instruction includes demonstration of the interactions of probate law and civil litigation with title searching.

I am enclosing a registration form, which needs to **be completed and returned by November 12**. You are welcome to email your registration to harper@smcsc.edu or fax to 864-587-4358. If you should have any questions, please feel free to email or call me at my SMC office 864-587-4278 on Tuesday and Thursday evenings after 5 p.m. or my cell, 864-621-9738 at all other times. I look forward to helping you achieve your academic and career goals.

Sincerely,

Yvonne Harper, Director

PARALEGAL CERTIFICATE* PROGRAM AT SMC

The cost of each class is \$275. If auditing a course, students pay \$125. 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 II, 2008 REGISTRATION FORM

Tuesdays: November 18; December 2, 9, 16; January 6, 13, 20, 27; February 3, 10
Thursdays: November 20; December 4, 11, 18; January 8, 15, 22, 29; February 5, 12

DAY	CLASS DESCRIPTION	INSTRUCTOR	ROOM #
Tuesdays	Adv. Legal Research & Legal Writing (LS) Computers for the Law Office	Jennifer Jordan Roxanne Reynolds	Walker 303 Montgomery
Thursdays	Real Estate Title Search I (LS) Introduction to Paralegal Studies (R)	Tracie Haney TBA	Walker 303 Walker 302

Name: _____ Social Security #: _____

Address: _____ Phone: (work) _____

_____ (home) _____

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.