



MERCER
COUNTY COMMUNITY COLLEGE

COURSE OUTLINE

Course Number	Course Title	Credits
LEG 258	Project Management & Research Skills	3
Hours: Lecture/Lab/Other 3/0/0	Co- or Pre-requisite LEG 129	Implementation Semester & Year Fall 2023

Catalog description:

Survey course focused on comprehensive application of research, writing, technology for employment in business settings, organizational settings, justice settings and legal employment settings.

General Education

Category:
Choose an item.
Not GenEd

Course coordinator: (Name, telephone number, email address)

Erin Rybicki, D.B.A., J.D., M.Ed.
609-570-3682
rybickie@mccc.edu

Required texts & Other materials:

OER course, no outside materials are required

Course Student Learning Outcomes (SLO):

Upon successful completion of this course the student will be able to:

1. Evaluate and assess practical issues presented in hypothetical scenarios and/or case studies. [Supports ILG #9, 11 ; PLO # 1]
2. Identify and classify the professional tasks and ethical requirements needed pursuant issues presented in a hypothetical scenario or case study. [Supports ILG # 9, 11; PLO # 2]
3. Apply effective research and writing skills for professional communication tasks. [Supports ILG #4,10 ; PLO #4]
4. Create practical business forms, spreadsheets, communications and applicable documents using technology for employment in business settings,

organizational settings, justice employment settings and legal employment settings. [Supports ILG #1, 4 PLO #3]

5. Assemble a portfolio of professional writing samples, spreadsheets, and related documents. [Supports ILG # 1, 4, 10; PLO #5]

Course-specific Institutional Learning Goals (ILG):

Institutional Learning Goal 1. Written and Oral Communication in English. Students will communicate effectively in both speech and writing.

Institutional Learning Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Institutional Learning Goal 9. Ethical Reasoning and Action. Students will understand ethical frameworks, issues, and situations.

Institutional Learning Goal 10. Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Institutional Learning Goal 11. Critical Thinking: Students will use critical thinking skills understand, analyze, or apply information or solve problems.

Program Learning Outcomes for Paralegal A.A.S.

1. Understand the roles and responsibilities of legal professionals in a variety of legal employment settings;
2. Identify and implement standards of legal ethics and professionalism;
3. Demonstrate practical skills in a range of substantive legal areas;
4. Engage in effective written and verbal professional communication;
5. Develop appropriate methods for embarking on a legal career.

Units of study in detail – Unit Student Learning Outcomes:

Unit I [Research and Project Management in Business Settings] [Supports Course SLO #1, 4]

Learning Objectives

The student will be able to:

- Assess a practical case study focused on compliance departmental responsibilities and determine the practical tasks needed to support the work and manage related projects..
- Research the practical next steps for filing documents on behalf of a business
- Contribute to limited liability company and/or general partnership documentation
- Draft client emails and formal correspondence
- Draft documentation concerning employment correspondence
- Contribute to corporate filings including Board Minutes, Annual Corporate Reporting Documents or related materials
- Create and manage spreadsheets related to budgetary reports

Unit II [Research and Project Management in Justice Settings] [Supports Course SLOs #2, 3, 4]

Learning Objectives

The student will be able to:

- Assess a practical case criminal law case study and determine the practical tasks needed to support the work and manage related projects.
- Identify and report the court technology requirements and limitations
- Using legal research databases, research issues presented in the client file
- Using open-access databases, research issues presented in the client file
- Create time management processes for client and witness interviews, investigation and court appearances.
- Draft documents related documents to support the client's needs.
- Create and manage spreadsheets for time reporting.

Unit III [Research and Project Management in Legal Settings] [Supports Course SLOs #3, 4]

Learning Objectives

The student will be able to:

- Assess a practical case study and determine the practical tasks needed to support the work and manage related projects.
- Using legal research databases, research issues presented in the client file

- Using open-access databases, research issues presented in the client file
- Create time management processes for client and witness interviews, investigation and court appearances.
- Draft documents related documents to support the client's needs.
- Create and manage hourly billing documents for the client

Unit IV [Portfolio Management] [Supports Course SLOs #2, 5]

Learning Objectives

The student will be able to:

- Assess ethical scenarios related to the three case studies presented in the course.
- Create follow up documents or correspondence related to the three case studies presented in the course.
- Assemble a portfolio of documents from the course that reflects edited versions of documents as assessed by the professor's feedback.

Evaluation of student learning:

- Portfolio of Edited and Revised Documents (25%)
- Case Study Documents for Business Employment Setting (20%)
- Case Study Documents for Justice Employment Setting (20%)
- Case Study Documents for Legal Employment Setting (20%)
- Discussion Board posts demonstrating project management updates, research results and analysis of case studies including collaboration with team members (15%)