

[ARCHIVED CATALOG]

## 2020 - 2021 Catalog Addendums

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While every possible step has been taken to ensure the accuracy of the catalog, sometimes minor changes must be made throughout the year that are in the interest of the students or the College. These are the updates and changes made online after the publication and are addendums to the 2020-2021 catalog.

### Program Changes

#### **1. Law Office Administration (LOACE) Update**

Replace LAWS 2325 - Bankruptcy, Credit, and Collection Laws with LAWS 2323 - Employment Law

#### **Major Requirements for Legal Office Administration (40.5 credit hours)**

- LAWS 1000 - The Legal Profession 4.5 Credits
- LAWS 1101 - Introduction to Law 4.5 Credits
- LAWS 1111 - Law Office Technology 4.5 Credits
- LAWS 1230 - Legal Research and Writing I 4.5 Credits
- LAWS 2323 - Employment Law 4.5 Credits
- BSAD 1100 - Business Law I 4.5 Credits
- ENGL 1020 - English Composition II 4.5 Credits
- HMRL 1010 - Human Relations Skills 4.5 Credits
- INFO 1001 - Information Systems and Literacy 4.5 Credits

#### **2. Legal Studies - Paralegal (LSPAO) Update**

Updated description to Legal Studies - Paralegal program.

Legal Studies - Paralegal (LSPAO)

**Award:** Associate in Applied Science Degree

**Concentrations:** Litigation, Business, or General

**Program Location:** South Omaha Campus

The Legal Studies - Paralegal degree prepares students for entry-level occupations in law offices of all sizes and specialties, including private law firms, government agencies, the court system, businesses, and nonprofit organizations. (A paralegal is sometimes called a legal assistant.) In addressing program outcomes, graduates will:

- understand the role of a paralegal and the knowledge and skills required of a paralegal
- use technology tools utilized in legal offices to conduct research and complete other tasks
- demonstrate ethical standards of the legal profession
- apply legal concepts to factual situations
- organize case files and other records
- draft legal documents

The program offers three options of concentration: Business option, litigation option, and general option. The business option offers coursework for individuals who wish to provide support to lawyers in transactional or administrative law matters. The litigation option provides coursework for individuals who wish to provide support to lawyers in the handling of civil action through the legal system. The general option allows students to select courses from both the business and litigation options to meet their individual interests in fulfillment of the program requirements.

This degree also allows graduates to pursue further education at the college junior level. Although graduates are not authorized to provide direct legal services to the public, they are authorized to perform substantive legal work under the direct supervision of a lawyer. This program does not train lawyers or legal administrators.

The Paralegal program is approved by the American Bar Association.

### **Paralegal Program Admission**

The Paralegal program has special admission requirements. Formal application to the program is offered and completed by earning a 'C' or better in LAWS 1230, Legal Research & Writing I.

Students are advised to adhere to the curriculum plan and work closely with the program advisor or director to ensure appropriate registration in courses to meet graduation requirements.

### **Transfer Credits**

Legal-specialty completed at another college may be transferred only if they are from an ABA-approved program with substantially the same content, are for the same or more earned credit hours, and earned a grade of C or better. Credit is not available by portfolio or written examination.

To request transfer of credit, students must request that original transcripts be submitted by the college or university directly to the MCC Records Office. The Records Office staff will then refer any legal specialty courses to the Academic Dean and Director of the Paralegal Program for determination of acceptability for transfer. No more than 9.0 quarter credit hours of legal specialty credit may be by transfer.

Students are required to take at least 18.0 quarter credit hours of legal specialty courses through traditional classroom (on-campus) instruction.

### **3. RTAAS Other Requirements Update**

add 'or' in between courses in the Respiratory Care Technology program.

#### **Other Requirements for Respiratory Care Technology (21.5 - 22.5 credit hours)**

- BIOS 1010 - General Biology 6 credit hrs.

OR

- BIOS 2310 - Human Anatomy and Physiology I 6 credit hrs.
- BIOS 1310 - Survey of Human Anatomy and Physiology 5 credit hrs.

OR

- BIOS 2320 - Human Anatomy and Physiology II 6 credit hrs.
- CHEM 1010 - College Chemistry 6 credit hrs.
- PHYS 1010 - Applied Physics 4.5 credit hrs.

### **Course Updates and/or Changes**

#### **4. Add Course:**

##### **WIDX 2900 - Special Topics in Prototype Design**

Lec: Variable, Lab: Variable, Credit: Variable In a world that is increasingly changing, this course is designed to offer special topics in prototype design that is not currently covered in workforce curriculum. This hands-on course is built around student-designed projects.

#### **5. Delete Course:**

##### **WORK 1011 - International Orientation**

Lec: 1.0, Lab: 0.0 Credit: 1.0

This course provides an introduction to the facilities and services at MCC and guidelines for living and studying in the United States and Omaha, Nebraska. Students learn practical information about education, employment, immigration regulations, insurance, social security, and

transportation to enhance their participation in community activities and services in the Omaha area.

## 6. INFO Course Update

There were 2 INFO 2242 courses listed in the catalog. One of the courses were switched to the correct course number.

Before:

INFO 2242 - Business Office Collaboration Technology 4.5 credit hrs.

INFO 2242 - CCNA Security 4.5 credit hrs.

After:

INFO 2242 - Business Office Collaboration Technology 4.5 credit hrs.

INFO 2225 - CCNA Security 4.5 credit hrs.

**\*Note:** INFO 2225 - CCNA Security course is listed in the ITCNO and ITCCC degrees.

## Other Changes

### 7. Incomplete Grade Update

**I - Incomplete:** Due to extenuating circumstances, students may be given an extension of time to complete course objectives. Assignment of I grades is a faculty prerogative and is issued when students, who have completed the majority (at least 60 percent) of the course requirements, are unable to complete the remainder due to unusual or extenuating circumstances. An I grade must be made up no later than **11 months after the end of the quarter in which the I grade was issued** or it becomes an F. Prior to issuing the Incomplete grade, the instructor and student meet to discuss a timeline for completing the remaining assignments and/or tests in order for the student to earn a quality letter grade. The instructor sends an email to the student, and copies the appropriate academic dean, confirming the due date for the remaining work. (Does not count in computation of grade point average)

### 8. Updated Veterans' Educational Benefits section

Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, Metropolitan Community College will not impose any penalties due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs on recipients of Chapter 31 and Chapter 33 VA Benefits. Metropolitan Community College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides Metropolitan Community College a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates: 1) The date on which payment from the VA is made to the institution or 2) 90 days after the date the institution certified tuition and fees following the receipt of the COE (Certificate of Eligibility).

Additionally, Metropolitan Community College will not require that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to Metropolitan Community College due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33. A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits, and has been verified by the school certifying official as benefit eligible. This requirement is limited to the portion of funds paid by VA.