

WCC offering Legal Assisting Courses in Spring

Wytheville Community College is offering three courses this spring for students interested in working as a legal assistants. The courses are part of the college's Administrative Support Technology degree program Legal Assisting Specialization and the Legal Assisting Career Studies Certificate program.

The courses include: LGL 126-80, Legal Writing, Mondays, 6-8:40 p.m., Rm. 242 Carroll Hall, 3 credits; LGL 200-80, Ethics for the Legal Assistant, Tuesdays, 6-8:40 p.m., Rm. 225 Carroll Hall, 3 credits; and LGL 218-80, Thursdays, 6-8:40 p.m., Rm. 242 Carroll Hall, 3 credits.

Legal assistants perform independent legal work under the supervision of an attorney. In fact, when lawyers assume ultimate responsibility for legal work, they often delegate many of their tasks to a legal assistant. Legal assistants, however, are explicitly prohibited from carrying out duties considered to be the practice of law, such as setting legal fees, giving legal advice, and presenting cases in court.

One of a legal assistant's most important tasks is helping lawyers prepare for closings, hearings, trials, and corporate meetings. They may investigate the facts of cases and ensure that all relevant information is considered. They also identify appropriate laws, judicial decisions, legal articles, and other materials relevant to assigned cases. If attorneys decide to file law suits on behalf of clients, legal assistants may help prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials.

Legal assistants help draft contracts, mortgages, and separation agreements. They may also assist in preparing tax returns, establishing trust funds, and planning estates. Some legal assistants coordinate the activities of other law office employees and maintain financial records. Private law firms employ about seven out of 10 legal assistants, with the rest working for corporate legal departments and various levels of government.

According to the Bureau of Labor Statistics of the U.S. Department of Labor, employment of legal assistants is projected to grow 22 percent through the year 2016, which is much faster than the average for all occupations. The Department of Labor notes that



legal assistants earn nationally, on average, between \$34,000 and \$54,000, with the top 10 percent earning more than \$67,000.

For more information about Legal Assisting courses at WCC, please contact Donna Fender at 276-223-4729 or via email at wcfendd@wcc.vccs.edu. You may also check out the Legal Assisting Specialization degree program by visiting WCC's online [catalog](#).

Dual Enrollment Saves You Time and Money

Students, parents, and high school counselors highly recommend Wytheville Community College's dual enrollment offerings through local school systems!

What can be better than a program that allows high school juniors and seniors to take college-level courses that count toward both high school graduation and a degree or certificate from WCC? The best part is the fact that most of the courses are offered at no cost to students. Through dual enrollment, high school students can graduate from their school and begin classes at WCC, where their dual enrollment courses count toward a degree, diploma, or certificate. Some students have saved as much as a full year of study at WCC by taking dual enrollment courses in high school. That will put you on track for a college degree that much faster, and save you and your parents money in the meantime!

For more information about dual enrollment classes, please contact your high school counselor.

Truck Driver Training Program Starting New Galax Class in Jan.

Wytheville Community College's [Truck Driver Training Program](#) will start a new class this spring at the Crossroads Institute in Galax.

The first six-week Career Studies Certificate Program will begin January 11 and end February 19 and meet

Monday through Friday from 8 a.m to 5 p.m.

The second class will begin March 8 and end April 23.

This program will provide you with all the

basic knowledge and practical skills you will need to become an entry-level truck driver and prepare you to obtain your Commercial Driver's License (CDL).

For more information, contact Bill Reeves at (276) 744-4980 or via email at wcreevb@wcc.vccs.edu.



Learn to communicate with your hands via ASL course

This coming spring at WCC, you can continue to learn to communicate with your hands, thanks to [ASL 102-80, American Sign Language II](#).

This sign language class is being offered in the evening, from 5-7:40 p.m. on Tuesdays in Room 228, Carroll Hall, on the main campus in Wytheville. The class number, for registration purposes, is 66153. This is a three-credit class. The instructor for the class will be Jean Weaver.

For more information or to register, please call 276-223-4758 or toll free outside Wythe County at 1-800-468-1195, ext. 4758.

Spring classes at WCC begin Monday, January 11, 2010.

Learn about what Virginia's community colleges have to offer. Click and visit the [Virginia Education Wizard](#).

Thanks to Low Tuition, a WCC Education Will Save You a Bundle

A great education is an investment that will pay dividends for the rest of your life, and getting a great education without paying an arm and a leg for it is the best kind of value around. Wytheville Community College can provide you with a great education at a great value.

Whether you want a certificate or a two-year degree so you can get a good job right away, or whether you intend to transfer to a four-year college or university, you'll save money by attending WCC. We offer the lowest tuition in Virginia. That's a fact.

If you are thinking about attending a four-year college, especially when compared to area colleges and universities, you can save between \$20,000 and almost \$60,000 by attending WCC and living at home for the first two years of college. As a matter of fact, you can practically save enough on your two years at WCC to pay for your third and fourth years at the university level. That's value. Remember also that WCC's transfer degree programs will allow you to easily move on to the university level as a junior at any of Virginia's public four-year colleges and universities.

Call us today at (276) 223-4758 to see how you can get a great education and a great value by attending WCC.

2 Years at RU	2 Years at Va. Tech	2 Years at E&H	2 Years at WCC	How much you can save by attending WCC:
Tuition, Room & Board	Tuition, Room & Board	Tuition, Room & Board	Tuition & Fees	
\$27,552	\$32,658	\$66,372	\$6,746	
				\$20,806 to \$59,626