

### Law Enforcement Officer

#### Description of Work

Law enforcement officers protect lives and property. Tasks might include maintaining regular patrols, responding to calls for service, directing traffic or giving first aid at an accident. In most jurisdictions, they are expected to exercise authority when necessary, whether on or off duty. Police work can be very dangerous and stressful. Law enforcement officers work 40-hour weeks, often with overtime and also work on weekends, holidays and nights.

#### Courses to Complete

Carroll Community College (CCC) and the Maryland Police and Correctional Training Commissions (MPCTC) work as partners to provide the Police Entrance Level Training Program (PELTP). This training is conducted at the MPCTC's Public Safety Education and Training Center located in Sykesville, MD. Officers who successfully complete this training are awarded a Certificate in Law Enforcement as well as transcript credits toward the college's Associate of Applied Science (AAS) degree in Law Enforcement or the Associate of Arts degree (AA) in Criminal Justice.

#### Total Number of Hours

950 hours

#### Total Approximate Cost

See Requirements

#### Prerequisites

There are no prerequisite courses needed.

#### Requirements

Individuals must be currently employed by a law enforcement agency in Maryland to be considered for this training. Law enforcement agencies work with the MPCTC to register their officers for this entry-level training program.

#### Information Unique to the Training

The training is physically demanding. Course work involves homework assignments, practical exams and written tests.

#### Related Courses

none

For information about this training, the Maryland Police & Correctional Training Commission at 410-875-3400. For more information about the college's Criminal Justice or Law Enforcement AAS or AA degree programs, contact Steve Geppi, Department Chair, at 410-386-8524.

### Paralegal



**Description of Work**

Paralegals work in all types of organizations, but most are employed by law firms, corporate legal departments and various government offices and can work in many different areas of the law. Paralegals help lawyers prepare for hearings, trials and meetings. They are explicitly prohibited from carrying out duties which are considered to be the practice of law.

**Courses to Complete**

| Course # | Title  |
|----------|--|
| VOC076   | Paralegal Certificate Program 1<br>Legal Terminology, Process, Ethics, Tort and Contract Law       |
| VOC077   | Paralegal Certificate Program 2<br>Legal Documents and Analysis                                    |
| VOC078   | Paralegal Certificate Program 3<br>Evidence, Legal Interviewing, and Investigation                 |
| VOC079   | Paralegal Certificate Program 4<br>Legal Authority and Research                                    |
| VOC080   | Paralegal Certificate Program 5<br>Computers, Legal Writing an Appellate Procedure                 |
| VOC081   | Paralegal Certificate Program 6<br>Law Office Administration, Advocacy, and Job Hunting Techniques |

**Total Number of Hours**

144 hours

**Total Approximate Cost**

\$1300

**Prerequisites**

none

**Requirements**

none

**Information Unique to the Training**

This is an online course. It is competency-based and includes reading and written assignments.

**Related Courses**

|        |                              |
|--------|------------------------------|
| VOC085 | Introduction to Criminal Law |
| VOC151 | Evidence Law                 |