

# PARALEGAL STUDIES

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The Paralegal Studies program educates and trains paralegals to work under the supervision of attorneys in a variety of settings including: law firms, insurance companies, government agencies, title companies, banks, and corporations.

**The Student Learning Outcomes for this program are:**

- a. Students function effectively in an office/court environment.
- b. Students demonstrate the requisite written skills to communicate effectively in the legal community.
- c. Students effectively draft various legal pleadings and transaction documents.
- d. Students demonstrate the ability to use appropriate technology in performing legal research.
- e. Students demonstrate critical reasoning skills by analyzing laws and legal opinions.
- f. Students identify ethical issues that occur in the legal environment.

**Available Programs:**

- Career and Technical Certificate, Paralegal Skills
- Certificate of Technical Studies, Legal Assistant
- Associate of Applied Science, Paralegal Studies

Paralegals are trained in legal research and a range of aspects of law and order to support lawyers in their daily work.

Conducting research and investigations; helping to prepare cases; drafting legal documents; interviewing and preparing witnesses and clients for depositions and court appearances; and, performing other, administrative duties in law offices are some of the daily tasks paralegals perform.

The **Certificate of Technical Studies in Legal Assistant** provides intensive training so that graduates enter the job market as paralegals. All courses in the certificate program apply to the **Associate of Applied Science in Paralegal Studies**.

*Paralegals may not provide legal services directly to the public except as permitted by law.*

## Certificates and Degrees

- Legal Assistant, Certificate of Technical Studies
- Paralegal Skills, Career and Technical Certificate
- Paralegal Studies, Associate of Applied Science