

PARALEGAL STUDIES

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.

Available Programs:

- Career and Technical Certificate, Paralegal Skills
- Certificate of Technical Studies, Paralegal Studies
- Associate of Arts, 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 Paralegal Studies** provides intensive training so that graduates enter the job market as paralegals. All courses in the certificate program apply to the **Associate of Arts in Paralegal Studies**.

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