



Division of Business and Professional Studies

Certificate in Paralegal Studies

This certificate program is designed to provide students with the knowledge, skills and values they need to become competent and ethical professional paralegals working under the supervision of an attorney to deliver legal services.

Successful graduates of the program will be able to:

- Prepare appropriate legal documents under the supervision of an attorney;
- Conduct digital and non-digital research to find laws, cases, and secondary legal sources;
- Read, analyze and compose legal arguments in an organized and logical manner;
- Apply accepted principles of ethics to a variety of situations encountered in the legal profession;
- Assess and compare the many career opportunities available to the Paralegal Studies certificate holder.

Unauthorized Practice of Law Statement

A paralegal may work only under the supervision of an attorney and is not authorized to engage in the practice of law. The American Bar Association defines a paralegal as “a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”