



Division of Business and Professional Studies

Associate in Science in Paralegal Studies

The paralegal studies 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. The program offers the option of hands-on experience in a legal environment. Students graduating from the Associate in Science in Paralegal Studies will achieve proficiency in the college-wide learning outcomes.

Successful graduates of the program will be able to:

- Read, analyze and compose legal arguments in an organized and logical manner;
- Conduct digital and non-digital research to find laws, cases, and secondary legal sources;
- Apply accepted principles of ethics to a variety of situations encountered in the legal profession;
- Prepare appropriate legal documents under the supervision of an attorney;
- Assess and compare the many career and further educational opportunities available to the Paralegal Studies graduate;
- Use a variety of mathematical tools and quantitative reasoning to solve problems and analyze challenges;
- Use scientific knowledge and methodology to test, validate, and update their knowledge about the natural world.
- Apply knowledge about world regions and their histories, philosophical traditions, religions, artistic and cultural legacies, and economic and political forces in engaging others.

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.”