

CYBER TECH CAREER COLLEGE



PARALEGAL STUDIES

Program Description

Paralegal studies is a program designed for students seeking a career in a law-related field as a paraprofessional. This program is suitable for students who seek a broad-based foundation in legal studies and business, as well as for students who would like to use their paralegal training as a stepping-stone.

Upon successful completion of this program, a student will be able to work under the supervision of an attorney and perform many vital functions as a paralegal. Paralegals may be responsible for interviewing, investigation, research document preparation and other tasks. Paralegals work in law firms, legal departments of major corporations, government agencies real estate departments of large businesses, trust departments of banks, brokerage houses, and insurance companies.

PROGRAM GOAL/OBJECTIVES:

To provide students with an overview of the legal system and law practice; to provide students with in-depth knowledge and skills to work in civil litigation; to prepare students to perform legal research and to draft a variety of legal documents; to teach students the rules and laws governing the conduct of paralegal and to help them internalize high ethical values and behavior.

EMPLOYMENT OPPORTUNITIES AND JOB OUTLOOK:

A career as a paralegal may suit you if you thrive under pressure, have good analytical and communications skills and a strong interest in the law.

Areas of specialization include::

- Advocacy/Conveyancing
- Contracts/dispute resolution
- Crime/Employment
- Family/Litigation/Personal injury
- Wills, probate and administration of estates

As a paralegal, you'll need to:

- carry out office administration, including billing and writing letters, organize diaries, schedule meetings and respond to telephone queries, write first document drafts and proofread documents, organize case files, attend court inquests, transcribe legal opinion.