

PARALEGAL STUDIES (AAS) PROGRAM STUDENT LEARNING OUTCOMES

Upon the completion of the Paralegal Studies Program the graduate will be able to :

1. Apply critical thinking skills as demonstrated by the analysis of a fact pattern and the formulation of a legal analysis.
2. Demonstrate an appropriate level of knowledge expected of individuals possessing an associate's degree in paralegal studies.
3. Write clearly and concisely, utilizing appropriate legal citation format.
4. Demonstrate an understanding of the ethical standards that affect the role of a paralegal in a law office.
5. Demonstrate adequate preparation for career development and/or successful transfer to a baccalaureate degree program.
6. Demonstrate appropriate use of primary and secondary legal research tools, including legal digests, citators and online data banks.
7. Identify the appropriate methods for conducting an intake interview and a preliminary investigation.
8. Employ the proper format in drafting office memoranda, client correspondence and basic legal documents.