



PROGRAM OUTCOMES

PARALEGAL STUDIES (POST-DEGREE PROFESSIONAL CERTIFICATE)

1. Communication. Communicate appropriately and professionally verbally and in writing to diverse audiences while maintaining confidentiality.
2. Working with Others. Work as an effective member of the legal team in a variety of roles.
3. Professionalism/Ethics. Act in accordance with the rules of professional conduct and paralegal ethical codes and company policies.
4. Time Management. Organize, prioritize, schedule and track assignments and appointments to meet deadlines and ensure accurate billing.
5. Interviewing. Investigate, prepare, conduct and summarize party, witness and expert interviews to aid in case development.
6. Legal Research. Analyze fact patterns; identify issues; find, apply and properly cite law using a variety of resources.
7. Legal Documents. Draft, format and proof accurate legal documents using current technology in accordance with applicable court rules.
8. Case Management. Organize, categorize and maintain case information in preparation for litigation.