Program Learning Outcomes

Paralegal Studies

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.