

What can I do with a major in...?

Paralegal Studies

Associate in Applied Science
School of Business and Applied Technologies



Many of the following career opportunities are available for students completing the Paralegal Studies degree or certificate:

Paralegal

Legal Assistant

Court Clerk

Government Agency Staff

Investigator

Legal Secretary

Freelance Paralegal Services

In addition, Paralegal Studies can be extremely helpful in preparing you for law school, should you decide to continue your education through graduate school. Note that the transferability of Paralegal Studies courses may be limited to electives.

Paralegal Studies

Litigation

Help trial attorneys prepare civil cases for trial, including investigation, evidence and witness preparation, legal research, and drafting legal documents.

Criminal Law

Help trial attorneys prepare criminal cases for trial, including investigation, evidence and witness preparation, legal research, and drafting legal documents.

Family Law

Assist attorneys with divorce, adoption, child custody, and juvenile court cases.

Corporations and Non-Profits

Work in corporate legal departments, human resources departments, financial institutions, non-profits, legal aid, and political organizations.

Real Estate

Work in real estate, mortgage, and title companies.

Wills, Probate, and Elder Law

Assist attorneys in setting up wills, trusts, medical directives, and estate plans for individuals and families.

Government

City, county, state, federal, and tribal governments need paralegals for law enforcement, court administration, child advocacy and protection, agency administration, legislative assistance, and other government services.

Bankruptcy & Collections

Help lawyers file consumer and business bankruptcies, or work for debt collection agencies.

Art, Entertainment, and Media Law

Work for lawyers assisting companies in arts, design, media, computer, and communications fields.

What skills will I gain from...?

Paralegal Studies

- Drafting documents
- Knowledge of the law and legal terminology
- Conducting online legal research
- Preparing exhibits for trials
- Interviewing witnesses
- Applying oral and written communication
- Maintaining work files
- Operating a computer
- Performing administrative duties
- Analyzing and organizing information
- Presenting findings and opinions
- Practicing investigative skills

Who do I contact at SFCC?
School of Business & Applied Technologies
Call: 428-1308

Websites for career information:
www.careerclusters.org/16clusters.cfm
<http://online.onetcenter.org/find/>

