A career in the legal profession is both prestigious and rewarding. A Legal Assistant or a Paralegal is qualified by education, training or work experience to be employed or retained by a lawyer, law office, corporation, governmental agency or other entity. They assist by performing specifically delegated substantive legal work for which a lawyer is ultimately responsible.

Program Description
The Paralegal Certificate program is designed to prepare students holding a baccalaureate or associate college degree to enter the legal profession upon completion of thirteen substantive law classes.

The Paralegal Certificate program provides students with a solid foundation in the basics of law and an understanding of legal processes and procedures. Students will learn how to use legal resources in order to assist in the preparation of legal pleadings, memoranda and documents. They will be prepared to accept a position as a Paralegal, Legal Assistant, or Attorney Assistant in a law office or other legal settings. Graduates will learn to conduct client and witness interviews, analyze and prepare legal documents, and perform other tasks to support attorneys or other businesses that utilize Paralegals. An externship is required at the end of the program, which provides the student with valuable work experience.

Employment Outlook
According to the Bureau of Labor Statistics, the Paralegal and Legal Assistant occupations are projected to grow as fast as the average of all occupations through 2020 — an employment increase of 18%.*

*These national statistics are not geographically assigned. For more information, please see IBMC's Career Services Department.

Career Potential
Paralegals are employed to work as/or: attorneys, banks, government agencies, real estate firms, mortgage companies, social services, human resource departments, courthouse support staff, and title companies.

Instructor/Student Ratio:
- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students

For consumer information go to www.ibmc.edu/studentconsumerinfo.asp