

# Paralegal

## Associates of Occupational Studies Degree



A career in the legal profession is both prestigious and rewarding. 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 Degree 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 setting. 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 occupations of Paralegal and Legal Assistant 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 by/may work as: attorneys, banks, government agencies, real estate firms, mortgage companies, social services, human resource departments, courthouse support staff, and title companies.

Code	Course Title	Credits
CIS110	Fundamental Computer Skills	3
CIS121	Introduction to Spreadsheets	3
CMS111	Career Marketing Strategies	4
ENG121*	English Communications	4
ENG125*	Written Communications	4
KBD111	Beginning Keyboarding	3
KBD115	Keyboarding Skill Development	3
LEL111	Legal Terminology	4
LEL114	Torts and Insurance Law	4
LEL115	Family Law	4
LEL116	Contract Law	4
LEL117	Real and Personal Property	4
LEL119	Paralegalism and Legal Ethics	4
LEL120	Criminal Law	4
LEL130	Legal Research Applications	3
LEL210	Externship	4
LEL211	Wills, Trusts and Estates	4
LEL212	Civil Procedure and Litigation I	4
LEL213	Civil Procedure and Litigation II	4
LEL240	Business Organizations	4
MTH120*	College Mathematics	4
PSY107	Psychology of Success	4
SPH111*	Principles of Speech	4
WPP111	Introduction to Word Processing	3
<b>Total Credits</b>		<b>90</b>

\*Meets General Education Requirements for A.O.S. Degree

### Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students



- Fort Collins
- Greeley
- Longmont
- Cheyenne

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