



Associate of Occupational Studies Degree
PARALEGAL STUDIES
 Program available at the Greeley, CO campus

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 for.



Program Objective

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 in the field.

Employment Outlook

According to the Bureau of Labor Statistics, the occupation of a Paralegal is projected to grow at an average rate of all occupations through 2024 — **an employment increase of 8%.***

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

Course Area / Minimum Credit Hours

BUSINESS SKILLS / 4

- (4) CMS111 Career Marketing Strategies

COMPUTER SKILLS / 15

- (3) CIS110 Fundamental Computer Skills
- (3) CIS121 Introduction to Spreadsheets
- (3) KBD111 Beginning Keyboarding
- (3) KBD115 Keyboarding Skill Development
- (3) WPP111 Introduction to Word Processing

LEGAL SKILLS / 51

- (4) 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
- (3) LEL130 Legal Research Applications
- (4) 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

GENERAL EDUCATION / 20

- (4) ENG121 English Communications*
- (4) ENG125 Written Communications*
- (4) MTH120 College Mathematics*
- (4) PSY107 Psychology of Success
- (4) SPH111 Principles of Speech*

TOTAL CREDITS / 90

**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

Career Potential

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



- Fort Collins
- Greeley
- Longmont
- Colorado Springs
- Cheyenne

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