

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 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 / Career Potential

- According to the Bureau of Labor Statistics, the occupational of Paralegals is projected to grow much faster than the average of all occupations through 2024 — **an employment increase of 23%.***
- 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.

*U.S. Bureau of Labor Statistics Occupational Outlook Handbook: Paralegals and Legal Assistants. For more information, please see IBMC's Career Services Department.

Program Overview: Minimum Clock Hours, Course Area

Foundation Courses: 55 Credit Hours

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	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
4	CMS111	Career Marketing Strategies
4	PSY107	Psychology of Success



Instructor/Student Ratio

Theory class: 1 instructor per 30 students

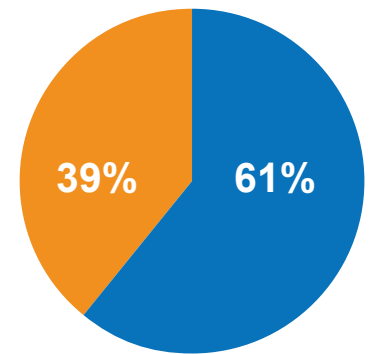
Lab class: 1 instructor per 16 students

Course Breakdown

Total Credits: 90

Total Weeks: 80

FLEXED



- Foundation Courses
- Online Courses

Online: 35 Credit Hours

4	ENG121OL	English Communications
4	MTH120OL	College Mathematics*
4	PSY134OL	General Psychology
4	SPH111OL	Principles of Speech
4	BUS112OL	Intro to Business & Customer Service
4	BUS115OL	Leadership
3	CIS111OL	Computer Literacy
4	ETH150OL	Ethics in the Workplace
4	HRM201OL	Human Resource Management

Meets Applied General Education Requirements for A.O.S. Degree