

# PARALEGAL STUDIES

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The goal of the Paralegal Studies program is to train students to work in paralegal or legal assistant roles in a variety of legal settings such as law, business, or government offices. The program offers coursework for individuals seeking to enter the field, preparing for a career change, or wishing to upgrade their skills for existing positions. It also provides students with a broad array of general education studies along with specific skills relevant to the paralegal profession.

The Paralegal Studies program has been developed in accordance with American Bar Association (ABA) guidelines.<sup>1</sup> The College offers the Associate in Applied Science Degree in Paralegal Studies, which requires 60 semester credit hours comprised of 18 hours of general education courses and 42 hours of Paralegal Studies (PAR) courses and other electives. The program also offers the Paralegal Studies Certificate, which requires 24 semester credit hours of strictly paralegal courses. Prior to completing this certificate, students must have completed a minimum of an associate's degree, either at Oakton or at another accredited college or university.

<sup>1</sup> **Note:** Paralegals may not provide legal services directly to the public except as permitted by law.

- Paralegal Studies A.A.S.
- Paralegal Studies Certificate