

# PARALEGAL, ASSOCIATE OF APPLIED SCIENCE



- Students will be able to compose correspondence and legal documents.
- Students will be able to conduct client and witness interviews and factual investigations in a professional manner.
- Students will be able to use common law office technology, including ProDoc, West Law, and efilng.
- Students will be able to demonstrate oral and written communication skills.

## Information

The Paralegal curriculum at San Jacinto College is designed to provide students with the knowledge and skills required to work under the general direction of attorneys to assist them in the completion of legal tasks. The ABA-approved program provides knowledge and skills for employment in law firms, courts, utility companies, title companies, trusts and mortgage departments of banks, government agencies, industrial companies, and other legal departments. A paralegal may not provide legal services directly to the public unless specifically authorized by law.

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

### Program Outcomes and Goals:

- Students will be able to deploy legal terminology in the creation of documents and presentations.
- Students will be able to analyze sources of law including both primary and secondary sources.
- Students will be able to research sources of law.
- Students will be able to use and apply the rules of civil and criminal procedure.
- Students will be able to distinguish the roles and ethical obligations of paralegals and attorneys.