Paralegal Studies Certificate Program Learning Outcomes

Program Learning Outcomes:

Upon completion of the Paralegal Studies Certificate Program, students will be able to:

1. **Demonstrate fundamental paralegal knowledge with legal concepts, terminology, and procedures.**
    - Understand and apply basic substantive legal concepts including civil litigation, contracts, constitutional law.
    - Identify relevant areas of law and legal authorities (cases, statutes, regulations).
    - Demonstrate how the legal system functions and the appropriate role/ethical boundaries of paralegals within it.
2. **Conduct effective legal research and produce professional legal writing.**
    - Conduct legal research using both traditional and computerized legal research tools.
    - Draft legal documents such as motions, pleadings or other legal documents.
    - Prepare clear, effective written communication appropriate for legal settings.
3. **Apply legal ethics and professional responsibility standards.**
    - Apply ethical concepts to real legal situations and hypothetical examples.
    - Demonstrate an understanding of professional responsibility in the legal environment.
    - Operate as a paralegal with integrity, confidentiality, and ethical judgment as required.
4. **Demonstrate an understanding of the state and federal court systems.**
    - Understand the fundamental differences between the state and federal court systems.
    - Carry out tasks such as document support, court filing and other procedural processes.
5. **Apply critical thinking and analytical reasoning to legal problems.**
    - Analyze factual situations to identify and articulate legal issues.
    - Demonstrate critical thinking in the management of legal projects.
    - Apply legal reasoning to real-world scenarios and legal problems.
6. **Utilize legal technology effectively.**
    - Demonstrate a knowledge of current legal technologies used in modern legal practice.