



Pima County Community College District

Student Learning Outcomes: Paralegal

The program objectives of the Paralegal AAS and Paralegal Post-Degree Certificate programs include:

1. **Paralegal Profession & Ethical Obligations:** Define the boundaries of the paralegal career field, explain the duties assigned and the responsibilities delegated to paralegals, including the knowledge of legal ethics.
2. **Communication (Verbal & Written):** Demonstrate the ability to communicate clearly and effectively in person, by telephone and in writing with lawyers, clients and witnesses (including interviewing), court personnel, co-workers and other legal/business professionals.
3. **Critical Thinking:** Organize, summarize, analyze and apply factual and legal information for use in preparing legal correspondence, and office, court and other documents for attorney review.
4. **Legal Research:** Demonstrate the ability to use both print and electronic sources to find and analyze a variety of legal sources, including statutes, rules of court, rules of evidence, case law and regulations, and the ability to apply them to a given set of facts.
5. **Courts & Litigation:** Describe the sources of law, hierarchy and powers of various state and federal courts and demonstrate the paralegal's role during litigation (including note-taking, preparing pleadings, motions, discovery and other documents).
6. **Legal Specialties:** Demonstrate applications of substantive and procedural law, describe or draft the legal documents used, in various legal specialty areas.

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