

Office Administration

Paralegal

Associate Degree • Delaware Technical & Community College • www.dtcc.edu

According to the Delaware Department of Labor, the paralegal field is predicted to be one of the fastest growing occupations in the 21st century. To prepare graduates to meet the increasing need, this program offers a combination of specialized legal courses and general education with emphasis on the development of highly marketable skills.

What You'll Learn...

- Explain the present and potential role of the paralegal within the legal system.
- Produce the documents necessary for a functioning law office.
- Comply with the profession's Code of Ethics within the legal system.
- Use a range of research methods and information necessary to complete a variety of legal activities.
- Apply acquired knowledge of legal specialty areas in the workplace.

What You'll Earn...

- Competitive salary opportunities
- Hands-on experience in a professional atmosphere
- Opportunity to gain work experience as an intern while earning college credit
- Strong background for entry-level positions

Career Opportunities...

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|-----------------------------|------------------------|------------------------|
| • Paralegal/legal assistant | Legal office manager | Legal office assistant |
| • Administrative assistant | Legal transcriptionist | Legal records clerk |
| • Legal technician | | |

Office Administration

PARALEGAL

The paralegal option is designed to provide students with the skills to successfully pursue a career in a profession that is in great demand nationwide.

A legal internship provides work experience to supplement classroom knowledge and applications. Diversified employment opportunities are available in federal, state and local government agencies, law firms, the court system, banks, insurance companies, private business and corporations.

Students have the option of receiving an associate degree, which would provide a foundation for continuation of higher education through articulation with baccalaureate degree programs or students with at least an associate degree can obtain a certificate in specialized legal courses.

Paralegals may not provide legal services directly to the public except as provided by the law.

PROGRAM FACTS

- Employment rate of 98 percent
- Legal specialty courses taught by attorneys and practicing paralegals
- Flexibility in choosing electives to fit your employment goals
- Electives include Office Software Specialist courses to provide certification of computer skills
- Day, evening and online courses
- Accredited by the Association of Collegiate Business Schools and Programs (ACBSP)
- Approved by American Bar Association (ABA)
- Articulation agreement with Wilmington University bachelor's degree in legal studies

PROGRAM EFFECTIVENESS

The program is committed to providing quality instruction that leads to successful entry into the market. Program effectiveness is continually measured through established outcomes assessment methods. Results from these measurements are used for continuous program improvement.

DELAWARE TECH

Delaware Technical & Community College
Jack F. Owens Campus
P.O. Box 610
Georgetown, DE 19947

REQUIRED TECHNICAL COURSES

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|---------|----------------------------------|
| OAT 121 | Keyboarding |
| OAT 122 | Keyboarding Applications |
| OAT 131 | Office Systems & Procedures |
| OAT 170 | Introduction to the Legal System |
| OAT 280 | Legal Research & Writing |

LEGAL ELECTIVES

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|---------|------------------------------------|
| OAT 160 | Family Law |
| OAT 172 | Law of Simple Contracts |
| OAT 173 | Civil Procedures & Torts |
| OAT 175 | Estate Administration & Probate |
| OAT 270 | Criminal Law |
| OAT 271 | Real Property Law |
| OAT 276 | Corporations & Commercial Law |
| OAT 285 | Law Office Management & Procedures |
| OAT 290 | Intern Program |

ELECTIVES

Microsoft software applications courses, Spanish, or other specialty courses with advisor's approval. Oral communications recommended for articulation agreement.

REQUIRED SUPPORT COURSES

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|---------|-----------------------------|
| ACC 101 | Accounting I |
| ECO 111 | Macroeconomics |
| ENG 121 | Composition |
| ENG 124 | Oral Communications |
| MAT 153 | College Math & Statistics |
| PSY 121 | General Psychology |
| RDG 120 | Critical Reading & Thinking |

HOW TO BEGIN –

1. Obtain, complete, and submit an Application for Admission with a \$15 non-refundable fee to the Admissions Office. Make check payable to Delaware Technical & Community College. Applications are available via the Web (www.dtcc.edu/admissions), by phone or mail, or from a high school counselor.
2. Develop a financial plan to identify resources, such as financial aid, SEED, and other scholarships, to help pay for college.
3. Request that your official high school, GED, and/or college transcript be sent immediately to the Admissions Office.
4. Participate in the college testing and placement program, if required. Official scores from SAT/ACT tests or previous college credit may satisfy this requirement.
5. Meet for advisement to begin an educational plan and select courses for registration.