

# Office Administration Technology

## Paralegal

www.dtcc.edu • Delaware Technical & Community College

*According to the U.S. Bureau of Labor Statistics, the paralegal profession is one of the fastest growing occupations in the 21st century. To prepare graduates to meet this demand, this technology offers a combination of specialized legal courses and general education courses with emphasis on the development of highly marketable skills. 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.*

### What You'll Learn...

- Structure and organization of the American legal system
- Basic principles of law and legal research
- Ethical duties and responsibilities of a paralegal
- Office procedures, management and organizational skills
- Computer software skills with specialized legal applications
- Excellent preparation for a diversified range of legal occupations

### What You'll Earn...

- A competitive salary with good opportunity for advancement
- Employment opportunities in local law offices and in federal, state, and local government agencies; small, medium, and large businesses; and other nonprofit organizations

### Why You'll Succeed...

- More than half of all jobs require education beyond high school
- Employees with degrees tend to be more eligible for promotion\*
- Associate degree holders generally earn more than high school graduates\*
- College credit may be awarded for relevant work experience
- Degree graduates can generally transfer their credits to other colleges and universities to continue their studies

*\*Statistics from U.S. Department of Commerce, Bureau of Census*

# Paralegal

All courses are available as online courses or as classroom courses. You can enroll in the Paralegal program on either a full-time or part-time basis. The length of time required to complete an Associate Degree depends on the number of courses you take each semester. Some students may need refresher courses at the basic or pre-tech level; others may receive transfer credit or credit for work experience. Delaware Tech operates on a semester system with new terms beginning in late August and mid-January, plus summer terms beginning at the end of May and in mid-June. You can start taking courses any semester or summer term; however, all technical courses may not be offered every term.

## CORE COURSES

Courses		Credits
ECO 111	Macroeconomics .....	3
ENG 121	Composition.....	3
<i>or</i>		
ENG 125	Honors Composition .....	3
ENG 124	Oral Communication .....	3
<i>or</i>		
ENG 131	Honors Oral Communication.....	3
MAT 153	College Math & Statistics .....	4
PSY 121	General Psychology .....	3

## TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 101	Accounting I.....	4
OAT 121	Keyboarding.....	4
OAT 122	Keyboarding Applications .....	4
OAT 131	Office Systems & Procedures .....	3
OAT 290	Intern Program .....	5

## TECHNICAL COURSES

Courses		Credits
OAT 170	Introduction to the Legal System .....	3
OAT 280	Legal Research & Writing .....	3

Select six (6) courses from

OAT 160	Family Law .....	3
OAT 172	Law of Simple Contracts .....	3
OAT 173	Civil Procedure & Tort.....	3
OAT 175	Estate Administration & Probate .....	3
OAT 270	Criminal Law .....	3
OAT 271	Real Property Law.....	4
OAT 276	Corporations & Commercial Law .....	3
OAT 285	Law Office Management.....	3

Select four (4) courses from

OAT 132	Referencing and Transcription .....	3
OAT 151	Access Level I .....	3
OAT 152	Excel Level I .....	3
OAT 157	Word Level I.....	3
OAT 158	Word Level II.....	3
OAT 159	Powerpoint.....	3
OAT 240	Integrated Business Application .....	3
OAT 242	Desktop Publishing .....	4
SPA 133	Using Beginning Spanish.....	3
SPA 136	Spanish Communication I.....	4

## Getting Started

1. Obtain an application by calling (302)857-1020. Complete and return to Terry Campus with a \$10 application fee.
2. Take the College Placement Test (CPT) *unless college-level math, reading, and English courses have been completed with a "C" grade or better.* The CPT will determine appropriate placement and is scheduled by the Admissions Office.
3. Request that high school and/or college transcripts be sent to the Admissions Office.
4. Meet with a Delaware Tech counselor to discuss CPT results.
5. Meet with advisor to plan schedule.
6. Apply and register early for the best selection of courses.

## Standards of Excellence

❖ Graduates from this technology are in high demand