

PARALEGAL STUDIES

Division of Technical Studies

Program Mission

The mission of the NTCC Paralegal Program is to prepare students for employment or promotional opportunities in the paralegal field and/or for the pursuit of advanced degrees in the legal field by preparing students to analyze complex legal issues, solve problems, conduct legal research, prepare legal documents, and conduct the day-to-day business operations in a legal office.

Program Learning Outcomes

Students who successfully complete the Paralegal Studies Program will be able to:

1. Describe the role of a paralegal and demonstrate legal ethics within that role
2. Navigate federal, state, and administrative law court systems
3. Apply problem-solving skills in both substantive and procedural civil and criminal laws to the facts of a particular case
4. Conduct legal research and analyze statutes, regulations, and relevant case law
5. Analyze and assist in the preparation of basic legal documents including contracts, discovery requests/responses, and legal memorandum

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

Campuses/Sites Offered:

- Lacombe Campus (Lacombe)

Certificate of Technical Studies in Paralegal Studies

The following criteria must be satisfied towards completion of the Certificate of Technical Studies in Paralegal Studies:

Code	Title	Hours
CRMJ 1110	Intro to Criminal Justice	3
CRMJ 1120	Introduction to Corrections	3
CRMJ 1220	Police Systems and Practices	3
CRMJ 1330	Introduction to Criminal Law	3
CRMJ 1420	Judicial Process	3
PARL 1000	Intro to Paralegal Studies	3
PARL 1200	Civil Procedure & Litigation	3
PARL 1300	Tort Law for Paralegals	3
PARL 1400	Family Law for Paralegals	3
PARL 1500	Business Law for Paralegals	3
PARL 2000	Legal Research and Writing	3
CSSK 1000	College Success	1
CPTR 1000	Introduction to Computers	2

CPTR 1002	Computer Lit. & Applications	3
Total Hours		39

Additional Exit Points:

Associate of General Studies

The highest exit point in the Paralegal Studies program is the Associate of General Studies (AGS). The following criteria must be satisfied towards the completion of the Associate of General Studies (AGS):

Code	Title	Hours
Certificate of General Studies		30
General Education Core		
General Education Electives		
Paralegal Studies Elective Courses*		30
Total Hours		60

*It is recommended that students complete the Certificate of Technical Studies in Paralegal Studies towards the 30 credit hours needed for completion of the Associate of General Studies.

Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

Career Information

Career Opportunities

To learn more about careers related to the Paralegal Studies program, including salary range and job demand, click the link below.

[Click here for related Career Opportunity Information \(https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Paralegal\)](https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Paralegal)

Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles®ion=Lacombe%2C%20LA>)

- Search and apply for jobs on Handshake
(https://app.joinhandshake.com/login/?requested_authentication_method=standard)
- Find more information about Career Services on our webpage.
(<https://www.northshorecollege.edu/resources/career-services/index/>)