

STUDENT LEARNING OUTCOMES

A.A.S. in Paralegal Studies

60 credits

The purpose of the CTC paralegal program is to train graduates to qualify for employment as paralegals in law and law-related offices. The program also seeks to provide continuing education and upgrading of existing skills for paralegals already gainfully employed.

The CTC Paralegal Program strives to make graduates the most attractive candidates for job openings and promotions within the legal job market by providing a learning environment where students can obtain high quality education and hands-on training. The program is responsive to the needs of the job market, both in Alaska and nationwide, for well-prepared paralegals to work as support staff in private and government law offices.

Upon graduation with an Associate of Applied Science degree in Paralegal Studies, graduates will have acquired the following skills sufficient to be a successful candidate in the paralegal job market in either Fairbanks, or anywhere in Alaska, or anywhere in the United States.

1. Perform legal research using both traditional research methods and computer-assisted methods.
2. Produce professional quality documents, including letters, fact memoranda, pleadings, motions, contracts, wills and similar documents.
3. Conduct client and witness interviews.
4. Engage in basic fact-finding and investigation.
5. Assist in case management, discovery, and trial preparation.
6. Apply substantive and procedural law to a reasoned analysis of the matter.
7. Recognize the ethical obligations of a legal professional and conduct oneself accordingly.
8. Demonstrate proficiency in use of legal technology, including electronic filing, case management and billing software.