

# Paralegal

## Paralegal/Legal Assistant

Associate of Applied Science Degree  
Sioux City Campus

### Program Overview and Opportunities:

If you've always been fascinated by law and the judicial system, but don't really want to go as far as becoming a lawyer, explore WITCC's new paralegal program to get you on your way to a lucrative and exciting paralegal career. Paralegals are responsible for work on cases under the supervision of a lawyer, without having to put in the demanding hours of a full-time lawyer.

The job of a lawyer is often times taxing, as long hours and extremely difficult work are required. As a paralegal who completes our program, you can take the time to actually see if you enjoy a legal career, before committing to the demanding time and money that law school requires. In addition, with only two years of post-secondary study, you will gain the skills to pursue a professional career with above average starting wages.

Most paralegals work in law offices, under the supervision of a lawyer, while others work for government agencies. Paralegals who have successfully completed their paralegal studies work in all different types of law including: litigation, family law, corporate law, and many other areas. Because law has become so complex in recent years, many paralegals have specialties and focus on specific aspects of the law and cases.

The Paralegal/Legal Assistant program will provide students with the legal knowledge and administrative skills to serve as paralegals and/or legal administrative assistants, working closely with not only attorneys in law firms, but also corporations, real estate companies, government agencies and the banking industry.

The courses taught in the program will focus on realistic projects, case studies, and practical application of classroom instruction. In both the classroom and through internships the students will develop professional networking relationships and have the opportunity to investigate various aspects of the paralegal/legal assistant profession. The program provides the educational background enabling the student to prepare for and take the NALA and NALS national certification exams.

Paralegals and legal assistants are projected to grow faster than the average for all occupations through 2010. In Iowa, paralegals and legal assistants have a predicted growth projection of 23 percent by 2016. Employment growth stems from law firms and other employers with legal staffs increasingly hiring paralegals to lower the cost and increase the availability and efficiency of legal services. The majority of job openings for paralegals in the future will be new jobs created by rapid employment growth.

### Program Advisors

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### Paralegal/Legal Assistant Curriculum

Course #	Title	Credits
ADM 105	Keyboarding .....	1
BUS 185	Business Law I .....	3
ENG 105	Composition I .....	3
CSC 110	Introduction to Computers .....	3
PRL 101	Paralegal Studies Orientation# .....	3
ADM 166	Office Procedures .....	3
PRL 281	Legal Ethics# .....	2
BUS 186	Business Law II .....	3
ENG 106	Composition II .....	3
ADM 254	Business Professionalism .....	1
ADM 123	Document Formatting .....	3
ADM 159	Proofreading and Editing .....	3
PRL 131	Torts and Litigation I# .....	3
PRL 112	Legal Research & Writing I# .....	3
PSY 102	Human and Work Relations .....	3
SPC 122	Interpersonal Communication .....	3
ADM 204	Legal Office Procedures .....	3
MGT 178	Employment Law .....	3
PRL 190	Criminal Procedure # .....	2
PRL 113	Legal Research & Writing II# .....	3
PRL 118	Computerized Legal Research# .....	1
MAT	Math General Education Elective .....	3
PRL 161	Family Law .....	3
PRL 932	Internship √ .....	3
<b>Program Total .....</b>		<b>64</b>

√ Students must have earned a C (2.0) or better in courses as identified by # before registering for this course.

### Legal Office Aide Certificate Curriculum

Course #	Title	Credits
ADM 105	Keyboarding .....	1
BUS 185	Business Law I .....	3
CSC 110	Introduction to Computers .....	3
PRL 101	Paralegal Studies Orientation .....	3
ADM 166	Office Procedures .....	3
ADM 254	Business Professionalism .....	1
ADM 123	Document Formatting .....	3
ADM 159	Proofreading and Editing .....	3
<b>Program Total .....</b>		<b>20</b>

The Legal Assistant certificate will provide students with the basic legal knowledge and administrative skills to serve attorneys in law firms, or support legal departments in corporations, real estate companies, government agencies, and the banking industry.

See course descriptions in the back of the catalog for more detailed information about course prerequisites and co-requisites.

The courses listed above are grouped in the order that they should be taken each semester. Please see a program advisor to ensure correct course sequence.