



Degree Guide:

Paralegal

Program

[Paralegal](#)

Degree Type

Professional Technical Program

Paralegals assist lawyers by investigating facts, preparing legal documents, research legal precedent, and conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. The Peninsula College Paralegal degree prepares students for employment as paralegals and legal assistants in all types of organizations, but most work for law firms, corporate legal departments, and government agencies. Program offers practicum experiences and opportunity for service-learning experiences with local employers.

Degree Options

Paralegal AAS Degree

Student Learning Outcomes

When the Paralegal AAS degree is completed the student will be able to:

- Investigate and gather the facts of a case.
- Conduct research on relevant laws, regulations, and legal articles.
- Organize and maintain documents in paper or electronic filing systems.
- Gather and arrange evidence and other legal documents for attorney review and case preparation.
- Write or summarize reports to help lawyers prepare for trials.
- Draft correspondence and legal documents, such as contracts and mortgages.
- Get affidavits and other formal statements that may be used as evidence in court.
- Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts.
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel.
- Call clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions.