Paralegal Studies

Enter the World of Law

Would you like to be a part of a legal team? Our American Bar Association-approved program in Paralegal Studies prepares you for a career in this exciting and fast-growing field.

“Graduation from an ABA-approved program can enhance one’s employment opportunities.”


Community College of Philadelphia trains paralegals who must operate under the supervision of a licensed attorney and are prohibited from practicing law. As a paralegal, you may organize important files, work directly with clients or concentrate on legal research and writing. This career is perfect for a self-motivated person who is looking for a challenging and rewarding profession.

The Paralegal Studies program provides students with:

- a thorough foundation for success as a paralegal
- hands-on activities preparing legal documents
- a choice of elective courses to explore special areas of interest
- an exceptional learning community of students, faculty and alumni

The program offers a range of optional activities, including:

- internships
- guest speakers and off-site trips
- guidance in developing job interview skills and resumes
- job placement assistance
- student club and newsletter

In your first course in Paralegal Studies, you will be assigned a mentor, an interested professional within the legal community, who can provide input and guidance on the realities of a legal career.

If you already have a college degree, you may choose the program’s accelerated option, which enables you to earn your paralegal degree in as few as eight months.

Career Paths

The Department of Labor’s November 2005 Monthly Labor Review predicts job opportunities for legal assistants and paralegals will grow almost 30 percent between 2004 and 2014.

A degree in Paralegal Studies prepares you to work in:

- law firms of all sizes
- public interest organizations
- corporate legal departments
- government agencies
- insurance companies and banks
- hospital and university legal departments
- a multitude of other legal environments

1700 Spring Garden Street, Philadelphia, PA 19130 - 215.751.8010 - www.ccp.edu
The Paralegal Studies Program
According to the U.S. Department of Labor’s *Occupational Outlook Handbook, 2006-07 Edition*, there are approximately 1,000 formal programs for paralegal training across the nation, but only 260 are approved by the American Bar Association. This program has achieved ABA approval. The A.A.S. program in Paralegal Studies provides students with the skills for:

- conducting legal research and writing
- drafting legal documents
- analyzing legal problems
- developing effective client relationships

Salaries
Paralegals and legal assistants – Starting salaries in the Philadelphia area range from $29,00 – $35,000. The average salary including bonuses for paralegals in 2004 was $50,255.

This curriculum is part of the College’s Center for Law and Society, which provides additional support and activities. Its annual flagship event, Law and Society Week, presents a rich opportunity for students to expand career horizons as they:

- gain insight from regional leaders and experts on topical legal issues
- focus on specific jobs through career choice sessions
- participate in mock interviews

The program features day and evening classes, as well as select online and accelerated options.

For students who wish to pursue a four-year degree, the College has agreements that provide for seamless transfer to several local colleges and universities.

The Paralegal Studies program is approved by the American Bar Association.

Areas of Study
This curriculum includes core courses in paralegal studies, a wide range of electives in legal specialty areas and a strong general education foundation.

Admission to the College
Prospective students are strongly encouraged to apply early prior to the start of a term in order to complete the appropriate steps for enrollment. For more information about admission to the College and important dates, including open house information, visit our Web site at www.ccp.edu, call 215-751-8010 or e-mail admissions@ccp.edu.