

Community College of Philadelphia

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."

– Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-07 Edition*

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



Paralegal Studies at Community College of Philadelphia

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

College Information

Visit the College Web site at www.ccp.edu to find out about:

Academic Programs

www.ccp.edu/site/academic/

Admissions Process

www.ccp.edu/site/prospective/admissions_process.php

Transfer Agreements

www.ccp.edu/site/prospective/transfer_agreements/

Financial Aid

www.ccp.edu/site/prospective/financial_aid/

Scholarships and Awards

www.ccp.edu/site/current/scholarships/

College Life

www.ccp.edu/site/current/student_life/

Directions to the College

www.ccp.edu/site/locations/main.php

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**.

Affirmative Action Statement

Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity for all persons without regard to race, color, ancestry, creed, national or ethnic origin, age, sexual orientation/preference, religion, sex, disability or status as a disabled veteran or veteran of the Vietnam Era, in the administration of its educational programs, activities or employment in accordance with applicable federal statutes and regulations. Any questions regarding this statement should be directed to the director, Office of Diversity and Equity, located in Room M2-3; telephone number 215-751-8039.