

## Business, Legal Studies & Computer Science Division

The Division of Business, Legal Studies and Computer Science includes the instructional programs in accounting, business, computer science, economics, criminal justice, marketing management, office administration, and paralegal studies.

Paralegals perform specifically delegative substantive legal work for which a lawyer is responsible. The Paralegal program is located on the East Broad Campus.

### EMPLOYMENT

2020 Median Pay: \$52,920

Number of jobs nationwide: 345,600

Employment growth projection by 2030: 12%

Source: U.S. Bureau of Labor Statistics

### OUTLOOK



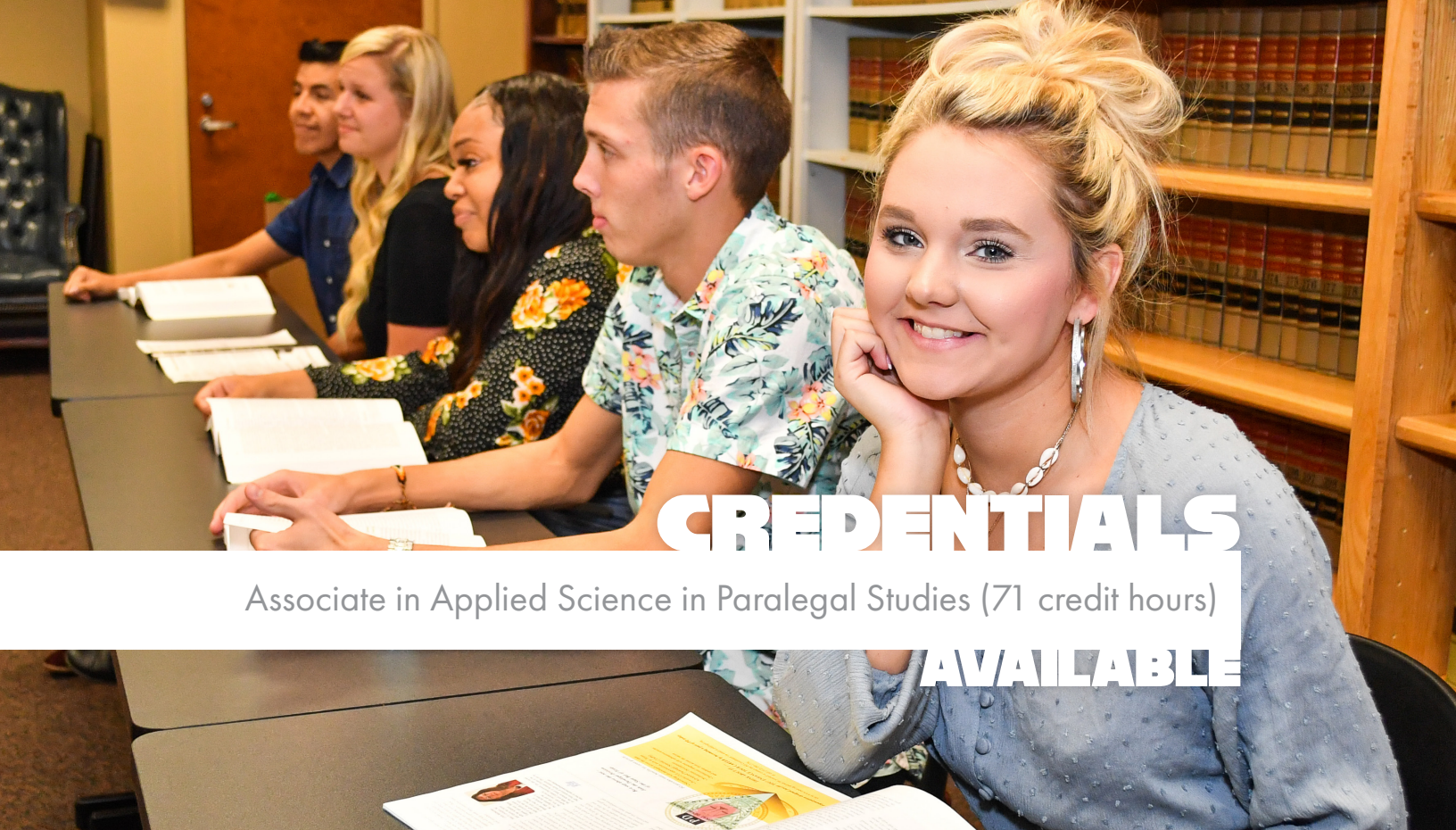
### CAREER

Students in **Paralegal Studies** will receive the skills they need to be employed by a lawyer, law office, corporation, governmental agency or other entity.

### OPPORTUNITIES

PARALEGAL CAREER





# CREDENTIALS

Associate in Applied Science in Paralegal Studies (71 credit hours)

AVAILABLE

## Program Objectives

1. To prepare students to perform legal research, using traditional library research as well as electronic research and to use proper legal citation.
2. To prepare students to use forms and models for drafting legal documents and pleadings related to contracts, torts, probate, real property and domestic law.
3. To enable students to understand the rules of professional conduct governing attorneys' actions and the application of those rules upon paralegals.
4. To respond to the needs of the local legal community by providing well-qualified paralegals.

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It is the official policy of ACCS and Gadsden State that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

## STUDENT

- Interested in the law
- Good computer skills
- Exceptional reading skills
- Good communicator
- Impeccable organizational skills
- Good ethics

## CHARACTERISTICS

### Advisors

Elizabeth (Beth) McGlaughn  
 Advises in Pre-law & Paralegal Studies  
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 Advises in Accounting, Business Administration,  
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