

Phoenix College Paralegal Studies Program Accreditation

<https://www.phoenixcollege.edu/programs/paralegal-studies>

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Paralegal Studies - AAS

Paralegal Studies - CCL

Paralegal Studies

The Paralegal Studies Program prepares students for entry-level employment in a variety of settings. A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other organizations such as insurance companies, real estate and title insurance firms and banks, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as Legal Assistants in some legal settings.

Under the supervision of a lawyer, a paralegal may analyze legal issues; investigate and evaluate facts; prepare pleadings, contracts, forms, legal memoranda, and other documents; interview clients; assist in case management; and perform other duties to assist the lawyer in the delivery of legal services to clients.

Except as specifically authorized by the Supreme Court of Arizona, a person may not practice law within Arizona unless they have been admitted to the State Bar of Arizona.

Become a Student

Request Information

Contact the Program Advisor

602.285.7224

lasadvisor@phoenixcollege.edu



BEHAVIORAL SCIENCE
AND HUMAN SERVICES

Knowledge and Skills

Emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Skills and knowledge gained in the program include the ability to:



- Prepare a brief identifying the procedural history, facts, issues, holdings, dicta, and rationale of any case.
- Prepare and review contracts incorporating the essential clauses necessary to execute the contract.
- Conduct legal research using manual and electronic sources; summarize results in a brief memorandum with correct citation form.
- Identify causes of actions, defenses, and potential damages in tort cases and identify the legal issues surrounding the imposition of tort liability.
- Prepare the following for a typical tort claim: a case intake memorandum summarizing the factual and legal issues, pleadings, and a proposed settlement document.
- Apply litigation technology skills to accomplish tasks commonly performed by paralegals.

Program Approval

Paralegal Studies AAS Degree and Certificate of Completion

The Paralegal Studies Program at Phoenix College is approved by the American Bar Association (ABA) Standing Committee on Paralegals.

Internship

Those students with no prior law-related experience are strongly encouraged to participate in the internship program to enhance their chances of securing employment upon graduation.

Career and Employment Outlook

Areas of practice include litigation, business/corporate, real estate, trusts and estates, family law, criminal law, tax, bankruptcy, immigration, environmental law, collection, employee benefits, computer law, intellectual property, securities, entertainment law, and workers compensation.

For information about careers in your area of study, visit [O*NET OnLine](#) for detailed job descriptions, education requirements, wage and employment trend information.

ABA Standing Committee on Paralegals Approval Commission

321 North Clark Street, Chicago, Illinois 60654-7598

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www.abaparalegals.org

August 12, 2014

Scott Hauert, Director
Paralegal Studies Program
Phoenix College
640 North 1st Avenue
Phoenix, AZ 85003

Dear Mr. Hauert:

At its Annual Meeting in August 2014, the American Bar Association House of Delegates granted approval to the Paralegal Studies Program at Phoenix College. Congratulations!

As you know, the term of approval is for a period of seven years, beginning August 2013 and ending August 2020. The application of the program for reapproval, including a self-evaluation report, supporting documents, and fees, must be filed by **November 15, 2019**.

During the approval period, the program is required to submit an Interim Report during the third year of the program's approval. The Interim Report will be due on **August 15, 2016**. Complete instructions for preparing this report and the standardized forms are found on our web site:

<http://www.abanet.org/legalservices/paralegals/forms.html>

In addition to meeting the reporting requirements and remaining in compliance, approved programs must pay an annual fee, which will be billed in February and is due by May 1 each year. Current information about the fee schedule is available on our website.

Should any major changes be made to your program between reports, please report such changes to the ABA in writing. Please inform us of any change in personnel holding the position of program coordinator. In G-104.M of the ABA Guidelines for the Approval of Paralegal Education Programs, the major changes that must be reported are detailed, and the reporting forms are posted on our web site. Also, please note G-501.A, which outlines the restrictions on advertising ABA approval and references to ABA approval in program literature. As required, please use the words "approval" or "approved" in describing your status; please refrain from using the ABA logo and from citing the language of the site team report in advertisements, brochures and other promotional literature.

Once again, congratulations on your ABA approval. If you find that you have any questions, please do not hesitate to call me.

Yours truly,



Mattie F. Evans, Approval Process Manager