PARALEGAL STUDIES

PROGRAM GUIDE

DePaul University
CONTINUING AND PROFESSIONAL EDUCATION
Paralegals play an integral role in law offices. They help attorneys create legal documents, investigate facts, conduct legal research, and interview clients and witnesses.

Given these responsibilities, it’s no wonder that the paralegal profession is one of the country’s fastest growing: Bureau of Labor Statistics, U.S. Department of Labor, estimates suggest that the number of paralegals will increase by 8 percent between 2014 and 2024. Salaries also are expected to increase at a significant rate.

With DePaul’s Paralegal Studies Certificate Program, you’ll gain the skills and credentials to succeed in this dynamic, rewarding profession.

“DePaul’s Paralegal Program pulls the most important aspects of the profession and puts them into a rigorous educational course. The practical application of skills taught made the transition into a paralegal career very smooth. And, the evening program makes attaining the certificate easier for working adults.”

MEGHANN ARTNER
PARALEGAL STUDIES CERTIFICATE PROGRAM

The program is a rigorous and intensive educational experience that gives you the practical skills needed to work as a paralegal. The program curriculum covers legal fundamentals and core paralegal skills, as well as substantive topics of law, including torts, contracts and business law. Develop the important skills you’ll use every day as a paralegal: interviewing, investigation, document preparation, file maintenance, correspondence, research, writing and analysis.

PROGRAM TOPICS
You’ll gain knowledge and skills in these areas:

Substantive Law
- Tort Law
- Business Law
- Contract Law

Essential Skills for Paralegals
- Introduction to the Legal Field
- Legal Terminology
- Legal Analysis
- Legal Memorandum Form
- Federal and Illinois Court Structure
- Government Structure
- Legal Ethics
- Court Rules
- Discovery Preparation
- Pleading Preparation
- Utilization of Legal Forms
- Summarizing Depositions
- The Arbitration Process
- Discovery Coordination
- Interviewing Clients and Witnesses
- Law Office Investigation

- Legal Research Skills
- Bluebook Citation Form
- Strategies for Employment
- Electronic Legal Research Skills
- Résumé Preparation

WHO SHOULD ATTEND
This program is designed for those seeking a career change and the skill set required for a successful transition into the paralegal profession as well as those interested in enhancing their current paralegal career. This comprehensive course of study trains in the aspects of the profession most in demand and most desired by attorneys.

HOW YOU WILL BENEFIT
- This program is intensive. In just 17 weeks, you’ll earn the credentials of a paralegal and a certificate from DePaul University.
- Learn from instructors who are experienced, practicing attorneys or paralegals.
- Study a curriculum created for paralegals by paralegals to teach the in-demand skills of the legal industry.
- Work a hypothetical case from demand letter through pre-trial resolution to gain valuable experience.
- Create a client file/portfolio of your work which can be used during interviews to represent the skills acquired through studies in the program.
- You’ll have access to the following resources:
  - An online communication hub where you can access lecture notes, writing labs, video tutorials, quizzes and mock exams while participating in postings and discussions with students and teachers
  - Research sites such as LexisNexis and Westlaw to acquire legal research experience
- Gain the confidence and skills necessary to enter the workforce as a paralegal.

PREREQUISITES
A bachelor’s degree or three years of experience in the legal field is strongly recommended. For further information about eligibility, call (312) 362-6300.

PROGRAM LOGISTICS
Courses are offered at DePaul’s Loop campus beginning each fall and winter. This non-credit certificate program meets twice a week for 17 weeks and is specifically designed to accommodate the schedules of working adults.

INFORMATION SESSIONS
DePaul University CPE offers free information sessions about our Paralegal Studies Certificate Program prior to the start of each new term. Meet with a program representative who will provide an overview of the program and answer your questions. Visit cpe.depaul.edu/paralegalinfo for the dates and times of upcoming information sessions.

CERTIFICATE REQUIREMENTS
In order to earn your certificate, the following measures must be met:
- A minimum of 70 percent achieved on the Essential Skills portion of the program
- A minimum of 70 percent cumulative grade achieved on the Substantive Law courses
- A minimum of 70 percent achieved on the comprehensive final
- At least 80 percent class attendance
DePaul University Continuing and Professional Education (CPE) is a leading provider of professional development and learning for working adults seeking to enhance their skills, advance in their careers and enrich their understanding of a rapidly changing world. CPE also offers education solutions customized to meet the needs of business, government and nonprofit organizations.

Corporate Training
For organizations wishing to increase the knowledge and skills of their employees, DePaul’s Continuing and Professional Education offers customized learning solutions.

Visit Our Website
For online registration, course information and current dates, please visit our website at cpe.depaul.edu/paralegal.

Program Contact
CPE Registration
(312) 362-6300
cperegistration@depaul.edu