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: U.S. Department of Labor estimates suggest that the number of paralegals will increase by 22 percent between 2006 and 2016. Salaries also are expected to increase at an impressive 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, skills and credentials 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 new careers or interested in enhancing their paralegal career. It builds on expertise developed in non-legal fields, such as accounting, banking, education, insurance and health care, to provide a better understanding of the legal system.

HOW YOU WILL BENEFIT
• This program is intensive. In just 17 weeks, you’ll earn the credentials of a paralegal.
• With a blended format of evening classes and online study, the program is specifically designed to accommodate the schedule of working adults.
• A substantial portion of the program is delivered through online study. You can test drive the program on our website at cpe.depaul.edu/paralegal.
• Work a hypothetical case from demand letter through pre-trial resolution to gain valuable experience.
• You’ll have access to the following resources:
  - A website containing course support materials (interactive exercises, diagrams, charts, graphics, textbook commentary and mock exams)
  - An online communication hub where you can access course updates, class materials and grades, while participating in postings and discussions with students and teachers
  - Subscriptions to LexisNexis and Westlaw to acquire legal research experience

PREREQUISITES
A bachelor’s degree or three years of experience in the legal field is strongly recommended. For further information about eligibility, call (312) 362-6292.

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 Paralegal Studies instructor 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.

CAMPUS LOCATIONS
Courses are offered at DePaul’s Loop, Naperville and O’Hare campuses beginning each fall and winter. Presented as a combination of evening classes and online study, this program is specifically designed to accommodate the schedules of working adults.
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.

School for New Learning
The School for New Learning (SNL), DePaul’s college solely for adult students, offers undergraduate and graduate degree programs that are customized to your interests and intended career path. Completion of a certificate program may be applied toward a degree in SNL. Contact snlcpe@depaul.edu for more information.

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

Program Contact
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