

# Post-Baccalaureate Certificate in Paralegal Studies

---

## Program Student Learning Outcomes

Students graduating with a Post-Baccalaureate Certificate in Paralegal Studies will be able to:

- Produce superior quality university-level written documents and oral reports.
- Identify and accurately apply the rules of professional ethics governing lawyers and nonlawyer staff, and the rules governing the unauthorized practice of law in Alaska.
- Interpret and accurately apply legal terminology and foundational principles of substantive and procedural law in the analysis of legal issues.
- Develop and execute legal research plans using law library resources and commonly used legal research databases.
- Synthesize primary and secondary legal authorities and draft memoranda of legal analysis.
- Prepare legal investigation and discovery plans and draft legal pleadings that conform to the rules of civil procedure and incorporate standard techniques and resources for managing a case in litigation.
- Relate legal rules and doctrines to client problems in the performance of entry-level paralegal duties in a private law firm, public legal service agency or law department.