



# VCU

Office of Continuing and  
Professional Education

## Begin your Paralegal Career

Did you know that the paralegal industry is among the fastest-growing occupations in the United States? A VCU Paralegal Certificate along with your previous work experience will help in your search for a legal career.

Paralegals are no longer employed only at law offices. Almost every organization requires legal assistance: hospitals, real estate firms, government agencies, corporations, and more.

With that in mind, we are recruiting ambitious individuals to learn more about the growing Virginia legal community. Graduate from our program with the skills and credentials necessary for success.

VCU's Paralegal Certificate Program is a great option for someone looking to change careers or looking to advance a legal career. The classroom training you receive in the program can be used in a law office or in many other fields.

## Is the VCU Paralegal Certificate right for you?

Completing this certificate program will assist:

- Legal assistants and staff wishing to enhance or advance their careers by earning a professional credential
- Career changers seeking a professional career with strong compensation
- Students considering law school who would like to get a head start within the industry

## The VCU Paralegal Studies Certificate:

- is a six-month noncredit program
- includes career preparation classes to improve your résumé writing and interviewing skills
- meets two evenings a week on the VCU campus

Registration is \$4,995 and includes the use of textbooks during each course and certificate of completion.

## How can I pay for the program?

- Credit card, check, cashier's check, or money order
- Online payments via Visa, Mastercard, Discover, and American Express
- Convenient payment plan option

**To learn more, contact our program advisor at (804) 823-9019 or visit [ocpe.vcu.edu/paralegal](http://ocpe.vcu.edu/paralegal)**

## There are many areas of law in which a paralegal can work

Once you earn your paralegal certificate, choose an area that is appealing to you:

- Litigation
- Bankruptcy
- Immigration
- Criminal law
- Workers' compensation
- Construction defect
- Public defender's office
- Contract law
- Corporate law
- Elder law
- Real property
- Administrative law
- Court clerk
- Prosecutor's office
- Environmental law

## What do paralegals/legal assistants do?

The term paralegal and legal assistant are often used interchangeably. Paralegals perform many functions delegated by attorneys, including but not limited to the following:

- Conduct client interviews
- Draft legal documents, correspondence and pleadings
- Summarize depositions, interrogatories and testimony
- Attend executions of wills, real estate closings, depositions, court or administrative hearings and trials with the attorney
- Locate and interview witnesses
- Conduct investigations and statistical and documentary research
- Conduct legal research

