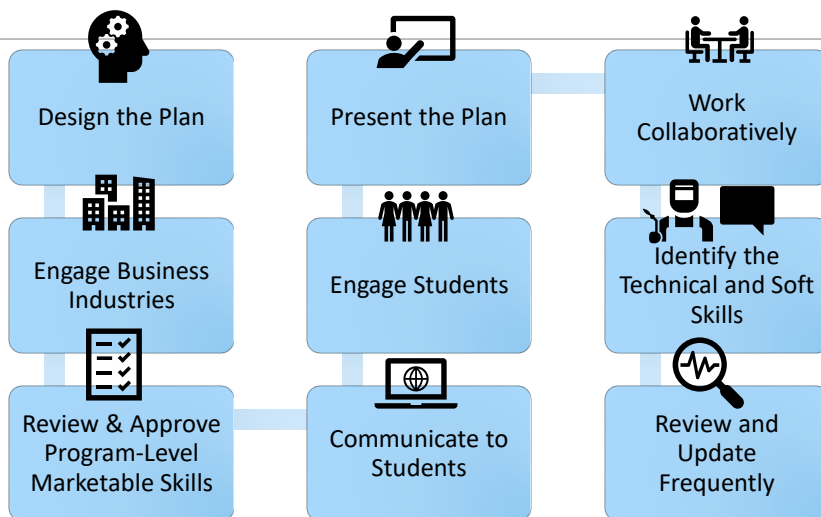


Collin College Marketable Skills

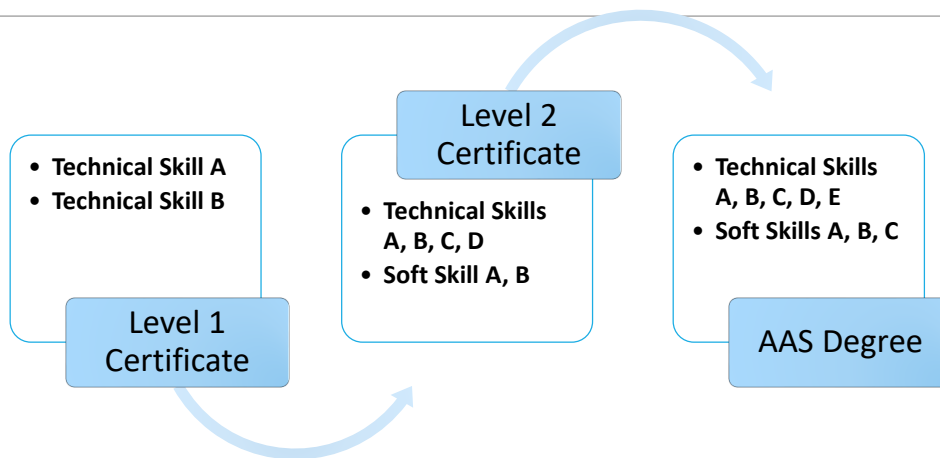
2019 TEXAS HIGHER EDUCATION LEADERSHIP CONFERENCE



Collin College Marketable Skills Process



Embedded Marketable Skills Model



Embedded Marketable Skills Example

CERTIFICATE LEVEL 2 – PARALEGAL GENERAL

- Draft legal documents such as affidavits, pleadings, discovery, memoranda, and letters
- Research and analyze case law, statutes, and regulation
- Calculate and calendar deadlines
- Organize legal file and billing information
- Assist attorneys at trials, hearings, and depositions
- Comply with the ethical duties regarding confidentiality, competence, and conflicts of interest

AAS PARALEGAL/LEGAL ASSISTANT

- Draft legal documents such as affidavits, pleadings, discovery, memoranda, and letters
- Investigate facts and interview witnesses
- Communicate effectively with court personnel, legal professionals, and current and potential clients
- Research and analyze case law, statutes, and regulation
- Calculate and calendar deadlines
- Organize legal file and billing information
- Assist attorneys at trials, hearings, and depositions
- Comply with the ethical duties regarding confidentiality, competence, and conflicts of interest

Linked Marketable Skills Model

