

CAREER SERVICES

IMBC's commitment to helping you find a career includes free access to services like:

- Resume preparation
- Interview practice
- Tips on speaking to your strengths
- Help completing job applications
- Professionalism skill training
- Graduate portfolio preparation
- Nationwide career placement assistance

Accreditation

The Institute of Medical and Business Careers is institutionally accredited by the Accreditation Bureau of Health Education Schools (ABHES).



Find Your SPARK

SUPPORT

IMBC provides students, staff, and instructors with a caring and supporting environment, demonstrating our commitment and dedication to superior training and career outcomes.

PRIDE

With a positive attitude and by showing initiative, even when faced with challenges, we instill a sense of pride in our training.

AWARENESS

Our learning environment provides students with an awareness of appropriate ethical and responsible actions in their field of study and chosen career.

RESPONSIBILITY

Students are encouraged to accept responsibility for their own actions and career advancement.

KNOWLEDGE

Students receive useful knowledge for their specific career goals with an emphasis on hands-on experience.



PARALEGAL

ASSOCIATE IN SPECIALIZED BUSINESS (A.S.B.)



Call Today! **1.855.773.0758**

Your Law Career
Starts Here!

IMBC.EDU

FAQ

Paralegals are the Heart of Law Firms

From criminal trials to civil depositions, family law hearings to property arbitration, paralegals play a vital role in the American legal system. Their diverse skills help lawyers prepare for trials and legal proceedings by performing a wide variety of duties including:

- Conducting interviews with witnesses
- Maintaining contact with clients
- Performing legal research
- Drafting legal documents, correspondence, and pleadings
- Summarizing depositions, interrogatories, and testimony
- Attending hearings and trials with an attorney

IMBC's Associate in Specialized Business (A.S.B.) degree program can equip you with the skills you need to get started in this field.

Is Paralegal the Right Choice for You?

If you're interested in the legal system, a paralegal career could be perfect for you. It allows you to perform a vital role in law by performing support work, like research and writing.

What Kind of Jobs Can Paralegals Get?

From law firms, individual legal practices, corporations, insurance companies, and basically anywhere lawyers work, paralegals are needed. Paralegal jobs can also be found in local, state, and federal government agencies.

Certification

Graduates will prepare to sit for the Certified Legal Assistant Exam, which is offered through The National Association of Legal Assistants.



The staff is amazing! From the very beginning, through the financial aid process, they made my decision to attend easy and painless. My experience at IMBC was phenomenal – educational, motivational, life-changing!”
— Brandy Hollingsworth

