
Spring 2013 Paralegal Certificate Program

The Paralegal Program is a dynamic program, designed to train participants in fundamental paralegal skills. The instruction is application - oriented and relates to those areas of the law in which legal assistants are in the most demand. The program, covered over a period of six weekends, is intensive and based solely on paralegal studies. Therefore, while other paralegal programs may take two years to complete, they often require that the student take general studies courses as well and that the courses be taken only several hours a week.

The program requires significant amounts of homework. However, a majority of the students are employed full time and find the program quite manageable albeit challenging.

The program prepares students to:

- Assist in research for trial attorneys.
- Assist with gathering facts from prospective witnesses.
- Investigate complex fact patterns.
- Assist in preparation of cases for courtroom litigation.

Who should attend? :

- Individuals seeking a new career
- Individuals currently working in law offices who are seeking to enhance their professional opportunities and develop an expanded career path.
- Students with a background in administrative skills or at least some post secondary education.

Schedule:

The program meets 9:00 a.m. – 5:00 p.m. on six alternating weekends.

Dates include:

March 2 & 3
March 16 & 17
April 6 & 7
April 20 & 21
May 4 & 5
May 18 & 19

The program is offered in the fall and spring semesters. The fall class schedule is available on our website. Attendance is mandatory for this challenging program.

Cost:

\$1,400 regular tuition; \$1,350 discount tuition (2 or more members of one organization registering at the same time with one check or credit card)

Registration deadline is February 18, 2013



Executive Development Center

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